

# Municipal Court Career Opportunity

**MUNICIPALITY:** Bedminster-Bernardsville and Peapack- Gladstone  
Somerset County

**VICINAGE:** Somerset/Hunterdon/Warren Vicinage

**POSITION TITLE:** Deputy Court Administrator  
Full Time

**POSTING DATE:** February 1, 2019

**DEADLINE DATE:** February 15, 2019

**SALARY RANGE:** \$52,000.00 - \$55,000.00  
Commensurate with experience

---

## POSITION DESCRIPTION AND REQUIREMENTS

The Bedminster Township Municipal Court is seeking a qualified individual for the position of Deputy Municipal Court Administrator. Bedminster Township Municipal Court is a shared court with Bernardsville Borough and Peapack-Gladstone. Excellent customer service skills, attention to details, organization and self-motivation are necessary. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, MACS and PageCenter. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: answering queries from the public, employees, clients, attorneys, etc; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be certified by the New Jersey Supreme Court, or in the process of obtaining certification.

Please submit cover letter, current résumé and salary requirements to:

Teresa N. Van Allen, CMCA  
The Shared Municipal Courts of Bedminster, Bernardsville,  
And Peapack-Gladstone  
45 Miller Lane  
Bedminster, NJ 07921  
Fax: (908) 212-7006  
E-mail: [Teresa.Van-Allen1@njcourts.gov](mailto:Teresa.Van-Allen1@njcourts.gov)

The Shared Municipal Courts of Beminster, Bernardsville and Peapack-Gladstone is an Equal Opportunity Employer. **\*\* NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.