

Job Specification

DEPUTY MUNICIPAL COURT ADMINISTRATOR

DEFINITION:

Under direction of the Municipal Court Administrator, assists in supervising and/or performing quasi-judicial and administrative functions related to the operation of a municipal court; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists the Municipal Court Administrator in planning, developing, coordinating, and implementing procedures for efficient/effective operation of a municipal court.

Assigns duties to court personnel and supervises/evaluates them performance.

Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies.

May implement programs designed to achieve objectives of the municipal court.

Participates in case processing, which includes determining whether a summons or warrant should be issued, interacting with defendants/witnesses/attorneys, docketing, recording payments/fines, scheduling trial calendars, operating recording machine during court proceedings, and so forth.

Determines whether alleged facts justify issuance of either a summons or warrant for the arrest of the defendant; if a warrant for arrest is issued, may determine bail amount consistent with parameters established by statutes and Rules of the Court.

Accepts complaints and takes oaths.

Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas.

May prepare court calendar.

May arrange court sessions, ensuring court room facilities are available and appropriate staff have been assigned.

May assist the Municipal Court Judge in the arraignment of defendants.

Calls and swears witnesses at trial of cases.

Where authorized, sets conditions of pretrial release in accord with bail schedules promulgated by the Administrative Office of the Courts or by the Municipal Court Judge.

May receive and disburse bail, fines, costs, and other court revenues.

May monitor court accounting/auditing systems.

May maintain property controls/inventories.

May supervise the filing of complaints, processes, court records, cash books, court dockets, traffic control sheets, statistical records, reports, and files.

Answers correspondence, memos, and inquiries.

Monitors the physical condition of the court premises and maintains decorum therein.

If serving as the Assistant Violations Clerk, performs all relevant duties and related tasks.

Coordinates activities with police departments and other law enforcement officials.

Provides information and responds to issues or complaints involving court operations.

Maintains records and files.

Prepares statistical reports as required by the municipality, vicinage level judicial managers, and/or the Administrative Office of the Courts.

May recommend changes in office procedure.

May work on special projects.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION:

Graduation from High School or Vocational High School, or possession of an approved High School Equivalency Certificate.

EXPERIENCE:

One (1) year of experience in work related to the administrative operation of a court, law enforcement agency, law office, or government agency, including the preparation and/or processing of legal documents.

NOTE: Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B:12-11 may be substituted for the indicated experience.

SPECIAL NOTE: Effective September 13, 2011, all newly appointed deputy municipal court administrators, who are not certified municipal court administrators pursuant to N.J.S.A.2B:12-11, must obtain conditional accreditation within six (6) months of the date of

appointment. All newly appointed, non-certified deputy municipal court administrators must obtain full accreditation within three (3) years of the date of appointment. A non-certified deputy municipal court administrator, who fails to obtain conditional accreditation or accreditation within the time frames provided above will be ineligible to remain in that title. The Municipal Court Administrator Certification Board may grant an extension of time upon a showing of good cause.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of methods, techniques, and procedures used in planning/implementing work activities.

Knowledge of office procedures.

Knowledge of methods used to prepare statistical and other reports containing findings, conclusions, and recommendations.

Knowledge of general accounting and budget methods.

Knowledge of methods used to establish/maintain records and files.

Ability to organize assigned work and develop effective work methods.

Ability to give assignments and instructions to individuals/groups.

Ability to coordinate administrative/clerical functions, staff, and facilities.

Ability to interpret applicable laws, ordinances, rules, regulations, and procedures.

Ability to prepare clear, concise, and accurate reports, including those of a statistical nature.

Ability to take and maintain a firm/correct stand when controversial matters are considered.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.