

## **Municipal Court Career Opportunity**

Court: Municipal Courts of Essex Fells and North Caldwell  
Municipality: Borough of North Caldwell  
Vicinage: Essex  
Position Title: Municipal Court Administrator  
Posting Date: June 25, 2020  
Closing Date: July 12, 2020

### **Job Description and Requirements**

#### **Overview and Duties:**

The shared Municipal Court of Essex Fells and North Caldwell is seeking a Municipal Court Administrator. Under the direction of the Municipal Court Judge, the MCA will have administrative charge of court operations, supervise staff and perform quasi-judicial functions. Performs other related duties as required.

#### **Experience:**

One (1) year or more experience in the administrative operation of a court, law office or government agency. New Jersey Municipal Court experience is preferred.

#### **Education:**

A High School Diploma or equivalent is required. Municipal Court Administrator Certification issued by the NJ Supreme Court, pursuant to NJSA 2B:12-11 is required (see Important Notes). A college degree may be substituted for one (1) year of the required experience.

#### **Hours:**

Court office hours are Monday through Friday, 8:30am to 4:30pm. The court schedules court sessions on the first and third Thursday of each month beginning at 5:00pm. The court may schedule additional special sessions as dictated by caseload needs.

#### **Salary:**

Commensurate with experience. A benefits package is included.

#### **Important Notes:**

1. If not certified or fully accredited, the successful candidate must earn conditional accreditation within six (6) months and full accreditation within three (3) years of appointment pursuant to R.1:41-3.
2. If not certified, the successful candidate may only be appointed on an interim basis which may be renewed annually. The Interim MCA must become certified within three (3) years of appointment.
3. United States citizenship is not required, but the selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services' regulations.
4. This posting was submitted by the local municipality and is not a state job posting.
5. Interviews will be conducted in-person following social distancing guidelines.

#### **Please send cover letter and resume to both:**

Kevin O'Sullivan, Borough Administrator  
Borough of North Caldwell  
141 Gould Avenue  
North Caldwell, NJ 07006  
[kosullivan@northcaldwell.org](mailto:kosullivan@northcaldwell.org)

Francine T. Paserchia, Borough Administrator  
Borough of Essex Fells  
255 Roseland Avenue  
Essex Fells, NJ 07021  
[administrator@essexfellsborough.com](mailto:administrator@essexfellsborough.com)

#### **NO Telephone Calls, Please**

The Boroughs of North Caldwell and Essex Fells are Equal Opportunity Employers