

# Municipal Court Career Opportunity

## CIVIL SERVICE

**JURISDICTION:** Elmwood Park Municipal Court  
**VICINAGE:** Bergen Vicinage  
**POSITION TITLE:** Deputy Municipal Court Administrator  
**POSTING DATE:** September 29, 2021  
**DEADLINE DATE:** October 15, 2021  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

---

### POSITION DESCRIPTION AND REQUIREMENTS

The Elmwood Park Municipal Court is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Judge of the Municipal Court. Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS, MACS and PageCenter systems, and have excellent customer service skills. Knowledge of PCSam; ODR, eCourts; ZOOM and Microsoft TEAMS would be helpful, but not required; and other duties as assigned. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management. Should have experience in the monitoring of daily, weekly and monthly reports, assist in maintaining the courts two financial accounts and draft correspondence in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Perform related duties as required.

Please submit cover letter and current resume to:

Michael Foligno, Borough Administrator  
Borough of Elmwood Park  
182 Market Street  
Elmwood Park, NJ 07407-1407  
Fax: (201) 794-0976

Fax Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager  
E-mail: [BERMunicipal.mailbox@njcourts.gov](mailto:BERMunicipal.mailbox@njcourts.gov)

**NO PHONE CALLS, PLEASE**

**\*\* NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a State job posting.