

# Municipal Court Career Opportunity

**MUNICIPALITY:** Bridgewater Township, Somerset County  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Municipal Court Administrator  
Full Time  
**POSTING DATE:** April 20, 2022  
**DEADLINE DATE:** April 30, 2022  
**SALARY RANGE:** \$60,105.99 - \$105,000.33

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## POSITION DESCRIPTION AND REQUIREMENTS

The Township of Bridgewater is seeking a motivated, self-starter, with proven management/supervisory skills and good written and communication skills to work under the general direction of the Municipal Court Judge for the shared courts of Bridgewater Township and Somerville Borough. Candidate must have experience in court administration, case flow management, excellent customer service skills and proficiency in ATS/ACS, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System, Reports on Demand and PageCenter. Experience in case flow management, other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from public, providing information and guidance to attorneys, assisting court users with technical and procedural guidance; facilitating discussion among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws, policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable court rules.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

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

Christine Madrid, Human Resources Manager  
100 Commons Way  
Bridgewater, NJ 08807  
Fax: (908) 725-3365  
E-mail: [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov)

The Township of Bridgewater 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.