



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

---

## Job Specification

### MUNICIPAL COURT ADMINISTRATOR

#### DEFINITION:

Under direction of the Municipal Court Judge or the Municipal Court Director, has charge of and performs quasi-judicial and administrative functions related to the operation of a municipal court; does related work as required.

#### DISTINGUISHING CHARACTERISTICS

Typically, a Municipal Court Administrator has charge of all phases of the quasi-judicial, administrative, and clerical operations of a municipal court, except in those municipalities having multiple courts, or where court operations are managed by a Municipal Court Director. When serving in a court system headed by a Director, the Administrator supervises and/or performs the quasi-judicial aspects of the court's operations and assists in administrative activities, as required.

#### EXAMPLES OF WORK:

Plans, develops, coordinates, and implements procedures for the efficient and effective operation of the court.

Assigns duties to court personnel and supervises and evaluates their performance.

Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies. Provides and/or arranges for training for all office staff in their respective functions.

Develops administrative programs designed to achieve the objectives of the Municipal Court.

Analyzes, evaluates, and modifies office procedures, as required.

As required, participates in case processing, which may include determining whether a summons or warrant should be issued; interacting with defendants, witnesses, and attorneys; docketing; recording payments and fines; operating recording machine during court proceedings; scheduling trial calendars, and so forth.

Determines whether alleged facts justify the 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.

Prepares court calendar.

Makes arrangements for court sessions, assures that court room facilities are available, and that appropriate staff have been

assigned.

Assists the Municipal Court Judge in the arraignment of defendants.

Calls and swears witnesses at trial of cases.

Where authorized, sets conditions of pre-trial release in accordance with bail schedules promulgated by the Administrative Office of the Courts or by the Municipal Court.

Receives and disburses bail, fines, costs, and other court revenues.

Monitors court accounting and auditing and oversees the maintenance of property controls and inventories.

Maintains and/or supervises the filing of complaints, processes, court records, cash books, court dockets, traffic control sheets, statistical records, reports, and files.

Supervises and directs the disposition of correspondence.

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

If serving as the Violations Clerk, supervises and/or performs all relevant duties and related tasks.

Maintains liaison with the Municipal Court Judge, the governing body, and other municipal officials regarding court activities; provides requested information and responds to issues or complaints involving court operations.

Submits budget requests and prepares necessary justification based on past performance and projected needs; evaluates available equipment and supplies and makes specific recommendations regarding their acquisition.

Establishes and maintains required records and files.

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

Initiates and conducts special research and analytical projects, compiles and analyzes data, and makes recommendations regarding court business and improvement based on these studies.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized 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:**

Two (2) years 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:** Thirty (30) college semester hour credits may be substituted for one (1) year of experience.

**SPECIAL NOTE:** "Effective May 25, 2011, appointees must possess a Municipal Court Administrator certificate issued by the New Jersey Supreme Court, subject to the following exceptions: 1) A person

appointed provisionally prior to May 25, 2011 but after May 25, 2006 will still have five years from the date of the provisional appointment to obtain the certificate, even if the provisional subsequently receives a regular appointment from an eligible list for the title but does not yet possess the certificate at the time of regular appointment. 2. Interim appointments of persons who do not possess a Municipal Court Administrator certificate may be made pursuant to the provision for L.2006,c.20."

In addition, effective September 13, 2011, all newly appointed non-certified municipal administrators must obtain conditional accreditation within six months of the date of appointment. All newly appointed, non-certified municipal court administrators must obtain full accreditation within three years of the date of appointment. A non-certified deputy municipal court administrator who fails to obtain conditional 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 the essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

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

Knowledge of the problems involved in the formulation of effective policies and procedures for the office and other clerical and related operations.

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

Knowledge of the methods used in supervising the establishment and maintenance of records and files.

Knowledge of the techniques used in budget preparation.

Knowledge of general accounting and statistical record keeping methods.

Knowledge of the methods used to establish and maintain required records and files.

Ability to establish, implement, and monitor work goals and objectives.

Ability to organize assigned work and develop effective work methods.

Ability to give suitable assignments and instructions to individuals and groups and to evaluate their performance.

Ability to effectively and efficiently coordinate the administrative and clerical functions, staff, and facilities of an organization.

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

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

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

Ability to learn 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, or communicate in English sufficiently to perform the 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.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
07795		L	N		N/A	12		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

12/31/2011

---