



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES

280 GROVE STREET JERSEY CITY, NJ 07302

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STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Municipal Court Director

Department: Administration

Division: Municipal Court

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 40 hours, and as needed

Salary: \$110,700. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

Under the direct supervision of the Chief Municipal Court Judge, the City of Jersey City seeks a Municipal Court Director to lead and direct the administrative functions of the Municipal Court. The Court Director will work under broad directives with considerable latitude for independent judgment to effectively implement goals and decisions in conjunction with the Chief Municipal Court Judge. The ideal candidate will possess exceptional leadership and knowledge of opportunities and challenges associated with the overall management of the court operations. The Municipal Court Director will have a large scope of authority, responsibility, and freedom to act with respect to those areas of management.

Job Duties:

- Provide administrative direction and coordination for the Municipal Court including budget preparation, administration, and budget hearing testimony.
- Develop and implement procedures and forms to reflect more efficient and effective processes; make recommendations and implement best practices to improve the overall operation of the Court.
- Research, evaluate and make recommendations regarding the purchase of equipment, supplies and work support systems.
- Handles personnel transactions and disciplinary actions.
- Develop, improve, and implement policies and court practice recommendations as needed for efficient operation of the court.
- Work cooperatively with the legal staff, other agencies, the public, and City departments courteously, efficiently and effectively while directing administrative duties, maintenance of records, collection of monies, and administration of other essential services for the Municipal Court.
- As directed, may represent the Municipal Court Judge at meetings, seminars, or work sessions with the governing body and professional work groups.
- Prepare reports, monitor statistics, and department workload to ensure policies, procedures, laws, and regulations are being followed and goals are being met.
- Perform other related work as required.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: Bachelor's degree in business administration, public administration, court administration or closely related field. Candidate must be accredited or become accredited as a Municipal Court Administrator pursuant to New Jersey Court Rule 1:41-3¹.

Required Experience: Three (3) years of previous management experience in a Municipal Court or criminal justice administration, which shall include the organization, direction, planning, and coordination of operating programs.

Essential Skills:

- Knowledge of Municipal Court operation functions including organization and operating procedures and have the ability work in a fast-paced environment with multiple challenges.
- Analyze problems, identify solutions, project consequences of proposed actions, recommend best options and implement recommendations in support of goals.
- Ability to interpret and apply applicable laws, regulations and policies, and make decisions in accordance with applicable laws, rules, regulations, and policies.
- Demonstration of strong communication, interpersonal skills, consensus building, analytical skills and project management skills are required.
- Able to effectively manage large department municipal budget using sound principles and practices of budget development and administration.
- Delegate authority to subordinate supervisors and hold them accountable for the performance of their organizational units.

Preferred Education: Master's degree with coursework emphasis in Business Administration, Public Administration, Court Administration or related field.

Preferred Experience: Minimum five (5) years progressively responsible experience in court procedures and protocols for a moderate to large scale governmental or law enforcement agency; to include managerial experience in the administrative aspects of the work; or an equivalent combination of education, training, and experience.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

¹ Effective September 13, 2011, all newly appointed municipal court directors, who are not certified municipal court administrators pursuant to N.J.S.A. 2B:12-11, must obtain conditional accreditation within six months of the date of appointment. All newly appointed non-certified municipal court directors must obtain full accreditation within three years of the date of appointment. A non-certified municipal court director who fails to obtain conditional accreditation within the time frames provided above will be ineligible to remain in that title.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.