



**MUNICIPALITY:** SOUTH TOMS RIVER  
**VICINAGE:** OCEAN COUNTY  
**POSITION TITLE:** TEMPORARY ACTING MUNICIPAL COURT ADMINISTRATOR  
**POSTING DATE:** January 11, 2017  
**DEADLINE DATE:** January 26, 2017  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

**POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of South Toms River is seeking to hire a temporary Acting Municipal Court Administrator for a minimum of six months with an understanding of supervisory managements, case flow management, working knowledge of ATS/ACS systems, MACS, and Page Center a plus. Candidate must have excellent customer service, writing, and communication skills; be motivated and a self-starter for this court to work under the general direction of the Municipal Court Judge. Certification by the State of New Jersey is preferred.

Responsibilities include but are not limited to,

- oversight of all court functions, including court sessions and calendaring
- preparation of annual court budget
- responding to inquiries from public and litigants
- providing information and guidance to attorneys, defendants and community organizations
- assisting defendants with technical and procedural issues
- facilitating discussion between vicinage, state, and local authorities
- reviewing and monitoring daily, weekly and monthly management reports
- responsible for maintaining the court's two financial accounts
- ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.
- drafting correspondence;

Please submit cover letter and resume via email to:

**Joseph Kostecki, Borough Administrator**  
[Joseph.Kostecki@boroughofsouthtomsriver.com](mailto:Joseph.Kostecki@boroughofsouthtomsriver.com)

NO PHONE CALLS, PLEASE

SOUTH TOMS RIVER 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.