

Municipal Court Career Opportunity

MUNICIPALITY: Haddon Township & Audubon Park Joint Court, Camden County
VICINAGE: Camden Vicinage
POSITION TITLE: Municipal Court Administrator (Full-Time)
POSTING DATE: March 19, 2026
DEADLINE DATE: April 2, 2026
SALARY RANGE: \$69,293.25 annually (including a full benefit package)

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Haddon is seeking a motivated, self-starter, with proven management/supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge. 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 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, employees, clients; providing information and guidance to attorneys, clients and community organizations; assisting clients 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 Orders and Guidelines, Administrative 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.

Benefit Package includes medical, vision and prescription coverage after 60 days with cost based on Chapter 78. Dental is offered at the expense of the employee. Sick, vacation and personal time. \$200.00 call back per pay (pay is bi-weekly).

Please submit cover letter, current résumé and salary requirements by or before April 2, 2026, to:

Dawn M. Pennock
Human Resources Director
Township of Haddon
dpennock@haddontwp.com

and

Taiwan Lamb-Davis
Municipal Division Manager
Camden Vicinage
Taiwan.lambdavis@njcourts.gov

Kindly reference the Haddon Township & Audubon Park Joint Court MCA position when submitting your resume.

****No telephone calls, please****

The Township of Haddon 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.

