

Municipal Court Career Opportunity

MUNICIPALITY: Township of Haddon, Camden County

VICINAGE: Camden Vicinage

POSITION TITLE: Deputy Court Administrator
Full Time

POSTING DATE: Date: May 28, 2026

DEADLINE DATE: Date: June 11, 2026

SALARY RANGE: \$43,552.80 annually (including a full benefit package)

POSITION DESCRIPTION AND REQUIREMENTS

The [Township of Haddon] is seeking a qualified individual for the position of Deputy Municipal Court Administrator. Excellent customer service skills, attention to details, organization and self-motivation are a must. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, 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: answering queries from the public, employees, clients, attorneys, etc; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be accredited or in the process of obtaining accreditation, per N.J. Court Rule 1:41-3.

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 closing date to:

Name, Title	Dawn M. Pennock, HR & Payroll Director	and	Kelli Bolinski
Municipality	Township of Haddon		Assistant Municipal Division Manager
E-mail:	dpennock@haddontwp.com		Camden Vicinage
			Kelli-ann.bolinski@njcourts.gov

Kindly reference the (municipality/court) DCA position in your email.

****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.