

Municipal Court Career Opportunity

MUNICIPALITY: Franklin Borough

VICINAGE: MORRIS/SUSSEX

POSITION TITLE: Deputy Court Administrator - Fulltime

POSTING DATE: May 13, 2026

CLOSING DATE: June 3, 2026

SALARY RANGE: \$50,000 - \$60,000

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Court of Franklin Borough and Hardyston Township is seeking a qualified individual to fill the vacancy of Deputy Court Administrator. The qualified candidate must have experience in all aspects of court administration, including a strong working knowledge of ATS/ACS, PCSam and Page Center computer systems. Candidate must also have strong financial skills in managing the general and bail accounts. Excellent customer service skills, attention to details, organization and self-motivation are necessary. Office hours are 8:00 a.m. to 4:00 p.m. Candidates must be available for evening court sessions and the salary is commensurate with experience.

Responsibilities will include but are not limited to answering inquiries from internal and external court users; preparing, reviewing and monitoring daily, weekly and monthly reports, evaluating reports, drafting correspondence; entering tickets/complaints, accepting payments and bail, scheduling cases, preparing certified dispositions, filing, data entry; complying with the New Jersey Rules of Court, directives, laws and established policies and procedures governing the operations of the Municipal Courts of New Jersey.

As most court sessions are conducted virtually due to the current health crisis, candidates with experience operating video conferencing platforms such as ZOOM and or Microsoft TEAMS is preferred but not required.

Candidates must be accredited as set forth by the NJ Rules of Court, 1:41-3. The hiring process will comply with NJ Court Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter and resume to:

- **Neil Spidaletto, Borough Administrator,**
Email: admin@franklinborough.org
- **Lauren Mitchener, Municipal Court Administrator**
e-mail: lauren.mitchener@njcourts.gov
- **Rebecca Muller, Municipal Division Manager**
e-mail: rebecca.muller@njcourts.gov

****No Phone Calls Please****

Franklin Borough 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 listing.