



**CITY OF JERSEY CITY**  
**DEPARTMENT OF ADMINISTRATION**  
**DIVISION OF HUMAN RESOURCES**



CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022

**Job Opening:**  
**Assistant Municipal Court Administrator (Overnight Shift)**

**Department:** Administration

**Division:** Municipal Court

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Union Local 246

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

**Workweek:** Tuesday – Saturday, Wednesday – Sunday, 12:00 am to 7:30 am

**Pay:** \$45,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey seeks to hire a qualified individual to perform the Deputy Municipal Court Administrator duties. Under the direction of the chief judge and municipal court director, the deputy will perform quasi-judicial and administrative functions related to the operation of a municipal court.

**Job Duties:**

- Assists the Municipal Court Administrator in planning, developing, coordinating, and implementing procedures for a municipal court's efficient/effective operation.
- Responsible for handling, including but not limited to, all phases of case processing, printing court calendars, entering tickets, filing tickets, and pulling tickets and documents.
- Enters dispositions, finds probable cause, and takes civilian complaints.
- Responsible for handling inquiries from the public via in-person, phone, and email.
- Assist with Central Booking as needed. Maintain court logs and data collection.
- Process all notices generated for traffic and criminal complaints, including but not limited to scheduling notices, failure to appear notices, warrant notices, and other administrative duties when needed.
- Assign duties to court personnel and supervise/evaluate their performance.
- Provides instructions to office staff on activities related to implementing court rules, state statutes, local ordinances, and local court policies.
- Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas.
- May assist the Municipal Court Judge in the arraignment of defendants.
- Performs other duties as assigned.

*\*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, obligations, and activities may change at any time, with or without notice.*



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**Required Education:** Graduation from High or Vocational School or an approved High School Equivalency Certificate.

**Required Experience:** Applicants who are fully accredited are preferred but not mandatory. Must be willing to work the overnight shift.

***Special Note:*** Pursuant to New Jersey Court Rule 1:41-3, all appointed municipal court deputy administrators must obtain conditional accreditation within six months of the date of appointment and full accreditation within three years of the hire date.

**Essential Skills:**

- Knowledge of methods, techniques, and procedures for planning/implementing work activities.
- Knowledge of methods for preparing statistical and other reports containing findings, conclusions, and recommendations.
- Knowledge of methods used to establish/maintain records and files.
- Ability to organize assigned work and develop effective work methods.
- Ability to interpret applicable laws, ordinances, regulations, and procedures.
- Ability to coordinate administrative/clerical functions, staff, and facilities.
- Ability to take and maintain a firm/correct stand when considering controversial matters.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

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

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**