

# Municipal Court Career Opportunity

**MUNICIPALITY:** Borough of Pine Hill  
**VICINAGE:** 4 - Camden County  
**POSITION TITLE:** Court Administrator  
**POSTING DATE:** 8/23/20  
**DEADLINE DATE:** 9/4/20  
**SALARY RANGE:** Commensurate with experience

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of Pine Hill Municipal Court is currently accepting resumes for the full-time position of Municipal Court Administrator. Candidates must possess experience in all aspects of court administration and work under the general direction of the Municipal Court Judge. The candidate must have strong financial skills, excellent writing and communication skills and capable of managing a part time staff. Experience in all aspects of court administration, case flow management and budgets required. Individual must be self-motivated, organized, have excellent customer service and telephone skills, and effectively multi-task.

Candidate must be a Certified Court Administrator pursuant to NJSA 2B:12-11 or become certified pursuant to the statute. The hiring process will comply with NJ Court Rule 1:34-3 adopted September 13, 2011.

Court Office Hours are 8:30 am - 4:00 pm Monday through Friday. Court Sessions are held on Tuesday evenings beginning at 6:00pm, on three (3) weeks of each month (Occasionally, days and dates are added, or changed, to accommodate special matters.

Please submit cover letter, resume and salary requirements by September 4, 2020 @ 4:00pm, to:

John F. Greer, Borough Business Administrator  
45 W. 7<sup>th</sup> Ave  
Pine Hill, NJ 08021  
FAX: 856-783-5388  
Email: [jgreer@pinehillboronj.com](mailto:jgreer@pinehillboronj.com)

The Borough of Pine Hill 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.