

RESOLUTION 2024-372

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY UPDATING THE JOB DESCRIPTION OF DEPUTY MUNICIPAL COURT ADMINISTRATOR FOR THE MUNICIPAL COURT

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached updated job description for Deputy Municipal Court Administrator for the Municipal Court is hereby adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Donna M. Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ on the 7th day of November, 2024.

Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: Deputy Municipal Court Administrator

DEPARTMENT: Municipal Court

CLASSIFICATION: Level C – White Collar

STATUS: FULL TIME (X) PART TIME ()

UPDATED: November 7, 2024

DESCRIPTION OF DUTIES

The Deputy Court Administrator is generally responsible for maintaining the records of the Violations Bureau and the Court. This position requires some knowledge of legal terminology. The ability to interpret the State Statutes and Criminal Code, as well as independent judgement during day to day functions. The ability to deal courteously and patiently with the public, both on the telephone and in person is vital. The Deputy Court Administrator must be bonded. Criminal background checks will be done on all prospective employees. The Deputy Court Administrator is responsible for scheduling of Court cases, assisting during court sessions by maintaining recording log and collecting fines. Must be on-call during off duty work hours. Will perform all the duties of the Municipal Court Administrator in the absence of the Administrator.

RESPONSIBILITIES

- Enter all tickets and summons in computer.
- Control all summonses as written.
- Must have knowledge of motor vehicle statutes to determine “court appearance required” or “payable through VB tickets.”
- Open all mail and process all payments.
- Responsible for making bank deposits for the Department.
- Sends “failure to appear” letters to defendants who fail to respond to a summons, and sends follow-up letters to defendants in default on their partial payment schedules.
- Issues traffic warrants and bench warrants as needed, under the supervision of the Court Administrator
- At times, the FBI, Treasury Department and different Police Departments request information on defendants, necessitating “lookups in the criminal and traffic docket books.
- Assist during court sessions by collecting fines and processing paperwork.

WORK ACTIVITIES

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of office practices and procedures.
- Knowledge of Court Procedure.
- Good inter-personal relation skills.
- Good telephone manners
- A general knowledge of bookkeeping.
- Ability to follow directions and work independently.

EDUCATION REQUIREMENTS

- Must have completed Phase I, II, III, and IV of the Municipal Court Administrator's Certification Program and be Fully Accredited within three years of initial appointment to position.
- Must attend monthly seminars, as they are scheduled, to keep up to date on changes in the laws and various phases of the job.
- General knowledge and continued use of the law books and manuals available in the office.

SUPERVISION

Court Administrator
Municipal Court Judge
Township Administrator

PHYSICAL DEMANDS

- Minimum required to perform the tasks assigned.