

TOWNSHIP OF TOMS RIVER

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DEPARTMENT OF HUMAN RESOURCES
33 Washington Street
Toms River, New Jersey 08754

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September 15th, 2016
(Open to the Public)

TO: To All Departments

FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources

RE: Deputy Court Administrator - GRADE 7 – MUNICIPAL COURT

This is to advise that the position of Deputy Court Administrator is now available in Municipal Court. The Job Description and Qualifications are as follows:

JOB DESCRIPTION: Grade 7 – Deputy Court Administrator – MUNICIPAL COURT

NOTE: The definitions and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

QUALIFICATIONS

- Must abide by various canons, rules, and regulations of the New Jersey Administrative Office of the Courts.
- Receipts and records departmental monetary transactions.
- Knowledge of computer systems, operations, and applications.
- Required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- Ability to do typing and/or keyboard from varied types of copy. (40-45 words per minute)
- Ability to interpret applicable laws, ordinances, rules, regulations, and procedures.
- Ability to take and maintain a firm/correct stand when controversial matters are considered.
- Ability to supervise the establishment and maintenance of records and files.

- Ability to supervise the preparation of statistical and other reports containing findings, conclusions, and recommendations.
- Ability to solve problems by formulating effective policies and procedures for the office and other clerical and related operations.
- Ability to analyze and interpret financial and other data.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to complete assigned clerical tasks and adhere to prescribed routines of various complexity with minimal supervision.
- Ability to give assignments and instructions to individuals and/or groups.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- High school diploma or equivalent.
- Minimum of three years experience in office practices and procedures or advanced education beyond high school level or combination of both.
- Ability to make arithmetic calculations and tabulations.
- Knowledge of office methods, practices, routines, machines, equipment, and of the internal organization after a period of training.
- Ability to independently gather, compile, and report on data.
- Ability to work with minimal supervision.
- Must be willing to, and eligible to, be bonded by surety company.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself or to the other employees or the public.

SPECIFICATIONS

- May directly supervise some designated phase or phases of the clerical and related work involved in maintaining financial records, compiling statistical and other data, and collecting and depositing money.
- Solves problems by assisting in the formulation of effective policies and procedures for the office and other clerical and related operations.
- Ability to assist department head/supervisor in office management, including budgetary matters.

- Minimum of three years experience in office practices and procedures or advanced education beyond high school level or combination of both.
- Ability to receive, receipt, disburse, and resolve monetary transactions accurately.
- Ability to type and/or keyboard accurately. *(40-45 words per minute)*
- Prepares and maintains all necessary departmental forms for distribution as required.
- Composes, transcribes, and types correspondence, reports, statements, etc. following prescribed procedures and instructions.
- Prepares and processes documents, which may include warrants, summons, subpoenas, commitments, and any other documents which are kept in the normal course of business.
- Addresses, stamps, and mails department correspondence.
- Operates numbering, time, stamping, & dating machines.
- Hand stamps letters, papers, & other documents, & sorts & files cards, letters, forms and other documents.
- Answers the telephone and takes messages accurately.
- Locates, compiles, and reports on data.
- Compiles and tabulates numerical data.
- Maintains records and files.
- Maintains and implements, as required, office procedures at the direction of supervisor.
- Performs other assignments at the discretion of the employee's supervisor on an as needed basis.
- May be required to work evening court sessions.

EXAMPLES OF WORK

- Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies.
- Participates in case processing which includes determining whether a summons or warrant should be issued, interacting with defendants/witnesses/attorneys/judges and police department, recording payments/fines, scheduling trial calendars, and operating recording machines during court proceedings.
- Determines whether alleged facts justify issuance of either a summons or warrant for the arrest of the defendant; if a warrant for arrest is issued, may determine bail amount consistent with parameters established by statutes and Rules of the Court.
- Accepts complaints and takes oaths.
- Must work rotating duty call-outs.
- Heavy interaction with public and attorneys.

Under the provisions of the existing Toms River Professionals Association contract regarding white-collar positions, the employer agrees to review applications for promotions or transfers from present employees prior to reviewing applications from other than Township employees. Preference will be given to current qualified Township employees. Department Heads are directed to notify their respective employees of this opening and applications are to be filed with the Human Resources Division no later than Friday, September 23rd, 2016.

Union: White Collar
Position: Full Time
Hours: 35 hours per week
Salary Range: \$20.940 - \$33.570
Account Number: M52-101

Applications must be filed no later than Friday, September 23rd, 2016 with the Department of Human Resources, 33 Washington Street, PO Box 728 Toms River, New Jersey, 08754-0728.
