

Municipal Court Career Opportunity

MUNICIPALITY:	TOTOWA MUNICIPAL COURT
VICINAGE:	PASSAIC
POSITION TITLE:	DEPUTY MUNICIPAL COURT ADMINISTRATOR
POSTING DATE:	AUGUST 21, 2026
DEADLINE DATE:	OPEN UNTIL FILLED
SALARY RANGE:	\$ TO COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Totowa Municipal Court is seeking a qualified, detail-orientated individual with excellent customer service and communication skills to work under the direction of the Municipal Court Judge and the Municipal Court Administrator.

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, working court sessions; complying with the New Jersey Rules of the Court, directives, laws and established policies and procedures governing the operations of the Municipal Courts of New Jersey.

Experience in court administration is preferred, including a strong working knowledge of the ATS/ACS system, PCSAM, eMACS, Page Center/Web Reporting, Online Dispute Resolution system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Applicants will need a smartphone to download the Microsoft Authenticator application as required. All candidates will be in accordance with Local Ordinance, Chapter 72-6, residency requirements.

Please email cover letter and resume to:

Joe Wassel, Borough Administrator, jwassel@totowanj.org

Christina Fattal, Court Administrator, Christina.fattal@njcourts.gov

***No Phone Calls Please**

The Borough of Totowa is an Equal

Opportunity Employer

This is not a State job listing.