



*Division of Personnel
515 Watchung Avenue
Plainfield, New Jersey 07060*

**PLEASE POST
JOB OPPORTUNITY BULLETIN**

OPEN: NOVEMBER 6, 2013

CLOSING DATE: November 22, 2013

**DEPARTMENT OF ADMINISTRATION, FINANCE,
HEALTH & SOCIAL SERVICES**

**DEPUTY MUNICIPAL COURT ADMINISTRATOR
Full-time Position
Salary Range: \$47,489 – \$63,200**

Requirements:

Education/Experience:

The City of Plainfield is currently accepting applications for the position of Deputy Municipal Court Administrator. Graduation from High School or Vocational High School, or possession of an approved High School Equivalency Certificate along with two to three (2-3) years of experience in work related to the administrative operation of a court, law enforcement agency, law office or government agency, including the preparation and or processing of legal documents. Certification as a Municipal Court Administrator is highly desirable. The candidate should be prepared to have Civil Service Certification, or must become certified according to civil service requirements.

NOTE: Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B:12-11 may be substituted for the indicated experience.

Applications/resume with salary requirements may be submitted to City of Plainfield, Personnel Division, 515 Watchung Avenue, Plainfield, NJ 07060 or emailed to Karen Dabney, Personnel Director at karen.dabney@plainfieldnj.gov.

Please Note: Residency is required; however, the applicable section of the Municipal Code allows the governing body to waive the residency requirement. Should the governing body deny the waiver; the appointed individual will be required to comply with the Residency Ordinance.

The City of Plainfield Is An Equal Opportunity Employer