



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

**PLEASE POST  
JOB OPPORTUNITY BULLETIN**

**OPEN: SEPTEMBER 5, 2013**

**CLOSING DATE: UNTIL FILLED**

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

**MUNICIPAL COURT ADMINISTRATOR**

**Full-time Position**

**Salary Range: \$75,823 – \$103,176**

**Requirement/Experience:**

The City of Plainfield is currently accepting applications for the position of Municipal Court Administrator. **A Municipal Court Administrator Certificate issued by the New Jersey Supreme Court is required.** Graduation from High School or possession of an approved High School Equivalency Certificate along with four (4) 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, two (2) years of which shall have been in a managerial or supervisory capacity is also required. BS/BA degree is highly desirable. Salary commensurate with experience. The candidate should be prepared to have Civil Service Certification, or must become certified according to civil service requirements.

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](mailto: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*