



**NEW JERSEY COURTS
invites applications for
the position of:**

**Court Services
Officer 1/Court
Services Officer
1 Bilingual
(Civil)**

SALARY: See Position Description
OPENING DATE: 10/17/17
CLOSING DATE: 11/17/17 11:59 PM
LOCATION: Monmouth Vicinage, 71
Monument Park, Freehold

DESCRIPTION:

Salary Information*

Minimum Salary: \$43,703.66

Maximum Salary A: \$71,601.17

Maximum Salary B: \$68,021.11

Under the direction of the Court Executive 2b, Civil Division Manager, and other Supervisory personnel, the selected individual will be responsible for the management of cases: docketing through disposition; analyzing; monitoring and processing cases in accordance with court rules and established practices; working with judges and team leaders to set priorities; creating and maintaining credible trial calendars; organizing work to ensure efficiency; screening cases for possible referral to a complementary dispute resolution program; viewing cases to determine discovery and/or case management needs; monitoring cases to ensure compliance with discovery deadlines and case management orders; responding to inquiries from judges, attorneys and other interested parties regarding procedures and/or the status of a case; perform other related duties as required. Experience working with diverse populations is helpful.

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree and one (1) year of experience in case management involving gathering and analyzing case-related information which shall have included the exercise of judgment and discretion, and one or more of the following; reviewing cases to identify case management and discovery needs, coordinating with judges and/or attorneys to resolve case issues, and/or preparing reports of findings and recommendations.

Substitution: Applicants who do not possess the required education may substitute additional paraprofessional or professional experience on a year for year basis with one year of such experience being equal to thirty (30) semester hour credits. An Associate's Degree and two years of additional paraprofessional or professional experience may be substituted for a Bachelor's Degree.