POSITION DESCRIPTION

The New Jersey Judiciary is seeking a strong manager with exceptional project management and writing skills to lead a statewide effort to coordinate and improve litigant services, with an emphasis on the self-represented litigant. Working with division managers, ombudsmen, and others within the Judiciary and with the legal community throughout the state, the selected individual will lead the effort to provide appropriate materials for use by self-represented litigants; to develop an integrated organization-wide approach to increasing access to the court for all litigants; and improve the court experience for all court users. This selected individual will support the Supreme Court Committee on Access and Fairness and also coordinate the work of and serve as the AOC liaison to the statewide committee of ombudsmen. This person also will arrange group tours of the Supreme Court and coordinate the annual Law Day program at the Hughes Justice Complex. The selected individual should have an understanding of court rules; excellent communications skills; and the ability to produce legally sufficient documents written to the average lay person’s comprehension level. A law degree is helpful.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor’s Degree.

EXPERIENCE: Five (5) years of professional administrative and/or program management experience, three (3) of which shall have included responsibility for program development and/or implementation and the achievement of program goals.

SUBSTITUTION: Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one (1) year of such experience being equal to thirty (30) semester hour credits. An Associate’s Degree and two years of additional professional experience may be substituted for the required Bachelor’s degree. A Master’s Degree may be substituted for one (1) year of experience as indicated above. A Law Degree may be substituted for two (2) years of experience as indicated above.

DRIVER’S LICENSE: Appointee will be 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 essential duties of the position.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number, both day and evening telephone numbers and e-mail address by March 23, 2015 to: Recruitment.Mailbox@Judiciary.state.nj.us – OR – Announcement # 15-43-15, Judiciary Personnel Office, Richard J. Hughes Justice Complex, P.O. Box 989, Trenton, NJ 08625. If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.

*For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary or up to 15% above minimum based on experience, not to exceed the maximum of the range or the minimum salary of the band/level, whichever is greater.

THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO ENSURING AN OPEN DOOR TO JUSTICE