

**JOB POSTING**  
**Borough of Hawthorne**

**Court Administrator**

The Borough of Hawthorne seeks a qualified, motivated, self- starter, to perform the duties of a Court Administrator in its municipal court. Preferred candidate should have considerable experience and knowledge of ATS/ACS systems, sound recording and have excellent customer service skills. CMCA preferred; will consider candidates who are conditionally accredited who will obtain full certification according to court rules. Supervises one part-time deputy. Full-time position with benefits. Court sessions are weekly on Thursday afternoon/evening. Salary dependent on qualifications. Current salary is \$50,950.

Please submit cover letter and resume by 11/4/2016 to:

Eric Maurer  
Hawthorne Borough Administrator  
445 Lafayette Avenue  
Hawthorne, New Jersey 07506  
[emaurer@hawthornenj.org](mailto:emaurer@hawthornenj.org)