



NEW JERSEY COURTS
invites applications for the position of:

Administrative Supervisor 2 (Finance)

SALARY: See Position Description

OPENING DATE: 04/03/17

CLOSING DATE: 05/02/17 11:59 PM

LOCATION: Cumberland/Gloucester/Salem Vicinage (Salem County), 85 Market Street, Salem

DESCRIPTION:

Salary Information*

Minimum Salary: \$59,854.85

Maximum Salary A: \$103,921.19

Maximum Salary B: \$98,725.13

Travel within the tri-county Vicinage (Cumberland, Gloucester, Salem) will be required.

Under the general direction and supervision of the Court Executive 2B (Finance Division Manager) or designee, supervises clerical and professional staff of the Court Held Funds Unit in the Finance Division. Individual recommends and/or implements personnel actions such as hiring, firing, promoting and disciplining; defines objectives for work performance; conducts formal work performance evaluations with staff; communicates Human Resources' policies, rules and regulations to staff; determines staff members' training needs; reconciles staff grievances; instructs staff on work-related matters; assigns workload/specific duties to staff; regulates flow of work in accordance with operating schedules; reviews work of staff members for completeness and accuracy; provides direction to staff for achieving time and quality standards; advises management of personnel issues; and treats all personnel, clients and the public with dignity and respect. Responsible for the daily collections, processing, internal control and system management of all court ordered payments and revenue for the courts including Bail, Child Support, Probation Fines & Restitutions, Civil, Special Civil Part, General Equity, Law and Family filing fees, and other miscellaneous fees; ensuring proper documentation and accuracy. Recommends, communicates and/or implements financial policies and procedures and ensures compliance with audit regulations and internal controls. Prepare statistical and financial reports and reconciliations; review system reports and resolve discrepancies. Is able to work independently as well as with a team and is able to communicate and negotiate with other interagency departments and outside agencies.

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree including or supplemented by 21 credits hours in accounting, business administration, public administration or finance (12 of these credit hours must be in accounting) and three (3) years of increasingly responsible professional experience, one (1) year of which shall have included experience in accounting, auditing, budgeting, cash management or financial analysis.

Substitution: Applicants who do not possess the required education, but do possess the required 21 credit hours (including 12 accounting credit hours), may substitute experience on a year for year basis. A Master's Degree may be substituted for one (1) year of general experience as indicated above. A CPA designation may be substituted for one (1) year of general experience as indicated above.

COLLEGE OR UNIVERSITY TRANSCRIPT IS REQUIRED: a copy of college or university transcript as

proof of meeting the credit requirements must be submitted by the closing date in order to be considered for an interview. OFFICIAL COLLEGE OR UNIVERSITY TRANSCRIPT IS REQUIRED AT INTERVIEW.

SUPPLEMENTAL INFORMATION:

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle 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.

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

***Minimum Salary Note:** 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, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

***Maximum Salary Note:** Maximum Salary A is for Judiciary employees hired prior to August 29, 2015 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after August 29, 2015.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections, provide three references and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position or gap in employment. Applicants who enter their initials to verify that they do not possess any education history or work experience in lieu of a completed application will not be considered, unless you do not possess any education history or work experience. If you have not fully completed the application or followed the application instructions, return to your application and update any incomplete or missing information before submitting. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

See Above
Various Counties, NJ US

Administrative Supervisor 2 (Finance) Supplemental Questionnaire

- * 1. An unofficial college or university transcript is required to be uploaded into the employment application in order to be considered for this position. Please check below to acknowledge your understanding.

Acknowledgement

- * Required Question