

Appellate Division Clerk (Court Executive 3B)

When you come to work for **New Jersey Judiciary** you will join an 8500-member strong TEAM that operates with the highest standards of independence, integrity, fairness and quality service. You will be engaged with work that has purpose, meaning and makes a difference in lives of the public we serve. We work hard every day to build the public's trust and confidence in our court system, which includes issues such as bail reform, marijuana decriminalization and recovery court.

Whether it be in a courtroom, an administrative office, a courthouse training room, an IT office or in the field, our Judiciary workforce is improving the lives of countless individuals and families every day. We honor the dignity and individualism of each member of our organization while fostering professionalism and continuous improvement in our work.

The Judiciary offers a strong opportunity for growth.

The **New Jersey Judiciary** seeks an experienced, innovative, service-oriented senior level executive to serve as the Clerk of the Appellate Division of the New Jersey Superior Court. The Clerk is appointed by the Supreme Court and reports directly to the Chief Judge of the Appellate Division of the New Jersey Superior Court.

The position, which directs and manages all staff operations of the Appellate Division, demands the highest level of expertise in strategic and organizational planning, in court administration, and in applying data analytics and technology to the management of this key statewide office. The selected candidate must have exceptional written and oral communication skills as the Clerk of the Appellate Division works closely with the Chief Judge of the Appellate Division, the Appellate Division Presiding Judges, the Administrative Director of the Courts, the other Clerks of Court (Supreme, Superior, Tax), and the court executives in the Administrative Office of the Courts.

The Clerk is responsible for the oversight and leadership of all Appellate Division operations in three major areas of responsibility: Case Management (up to 7,000 appeals filed annually); Administrative Services (sound recording, transcript production, facilities, personnel, information technology, and budget); and Central Appellate Research (which supports the work of the Appellate Division judges). The selected candidate must be conversant with and skilled in legal principles and reasoning, case flow processing, management principles, and intergovernmental dynamics, and must also be able to contribute to the dynamic development and implementation of the Judiciary's strategic vision.

The Clerk of the Appellate Division is a key position in the statewide Judiciary. As such, the selected candidate must possess very strong organizational awareness and must have the ability to function effectively within a complex organizational structure.

Remote Work: The Judiciary currently offers a hybrid work schedule and this position may qualify for up to 3 days of work outside of Judiciary buildings. To participate in this program, in addition to installing a multifactor authentication app on your phone or tablet, you will be required to have high speed home internet access.

Example of Duties:

- * Develop and pursue goals and strategies for accomplishing objectives
- * Analyze and assess current case processing methods
- * Devise streamlined and expedited workflow systems, and implement new processes, all while assuring a high level of quality control
- * Effectively manage and develop approximately 250 professional and support staff
- * Work directly with the judges in the exercise of their non-adjudicative duties
- * Lead the Appellate Division staff in providing support to the Appellate Division judges and to their law clerks
- * Serve on various Judiciary management and policy committees, as well as within the Appellate Division

* Ensure excellent service to attorneys and litigants (both those represented by attorneys and those who are self-represented)

Regular and predictable physical presence at the worksite is an essential function of this position.

Salary range is \$121,306.56 - \$180,135.89. For newly hired individuals, the starting salary will normally be at the minimum of the salary range.

REQUIREMENTS

Education: Bachelor's degree from an accredited college or university.

Experience: Eight years of managerial experience, which shall have included responsibility for the management of budgets and administrative operations; development and implementation of programs, policies and procedures; responsibility for reviewing court activities for compliance with laws, court rules or administrative directives; consulting with judges, attorneys and law clerks; evaluating case management systems; coordinating activities between agencies, government and enforcement units; and/or preparing and analyzing case processing statistical reports; and five years of supervision of professional staff.

Substitution: Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one year of such experience being equal to 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 year of experience as indicated above - **OR** - a law degree may be substituted for two years of experience as indicated above.

To Apply:

Applicants can apply online by October 22, 2024 at:

<https://www.governmentjobs.com/careers/njjudiciary/jobs/4669152/appellate-division-clerk-court-executive-3b?pagetype=jobOpportunitiesJobs>

For additional information please visit www.njcourts.gov and reference Job # 2024-10525, Appellate Division Clerk (Court Executive 3B).

Education Note: Degrees conferred outside of the United States must be evaluated by a recognized evaluation service. (See www.naces.org/members.html)

Residency Law: In accordance with N.J.S.A. 52:14-7 (L. 2011, Chapter 70), the "New Jersey First Act," all persons newly hired by the Judiciary within one year must establish, and then maintain, principal residence in the State of New Jersey. Any person may request an exemption from that requirement from the Employee Residency Review Committee in the Department of Labor & Workforce Development on the basis of either hardship or employer critical need.

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.

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