

POSITION TITLE:	Court Services Officer Case Processing Band (Unclassified)	OPENING DATE:	December 11, 2013
		CLOSING DATE:	January 10, 2014
		SALARY RANGE:	See Below*
LOCATION:	Tax Court of New Jersey Richard J. Hughes Justice Complex Trenton, New Jersey	ANNOUNCEMENT:	#13-117
		POSITION NO.:	042921

<p>Court Services Officer Trainee** \$40,767-\$64,259* Case Processing Band Level 1b - Trainee</p> <p>REQUIREMENTS</p> <p>EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.</p> <p>SUBSTITUTION: Current New Jersey Judiciary employees who do not possess the required education may substitute 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 attorneys to resolve case issues and/or preparing reports of findings and recommendations. This experience may be substituted 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.</p> <p>ADVANCEMENT: Appointees who successfully complete the twelve-month training period will be eligible for advancement to the Court Services Officer 1 title.</p>	<p>Court Services Officer 1 \$43,703-\$71,601* Case Processing Band Level 2a - Basic</p> <p>REQUIREMENTS</p> <p>EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.</p> <p>EXPERIENCE: 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.</p> <p>SUBSTITUTION: Applicants who do not possess the required education may substitute additional paraprofessional and 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.</p>
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POSITION DESCRIPTION

The New Jersey Judiciary is seeking a candidate to join a case management team in the Tax Court Management Office. The selected individual will be responsible for performing case management and intake functions including but not limited to analyzing, monitoring and processing tax appeal cases and other case management related duties; identifying and resolving case deficiencies; creating, scheduling, and maintaining trial calendars; preparing case management and financial documentation and reports and resolving any issues in a timely fashion; coordinating and communicating with Judges, their staff and team members; drafting responses to inquiries from judges, litigants, attorneys and internal and external customers; completing requests related to records management; and performing other duties as assigned.

NOTE: Strong knowledge of computer systems used to manage electronic data files and electronic documents is desired. Travel to other Tax Court locations may be necessary. Candidate will be asked to prepare a written response to a question at the time of the interview.

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," which became effective September 1, 2011, all persons newly hired by the Judiciary on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Judiciary or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

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

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 January 10, 2014 to: Announcement #: 13-117, Judiciary Personnel Office, Richard J. Hughes Justice Complex, P.O. Box 989, Trenton, NJ 08625 – OR - Recruitment.Mailbox@Judiciary.state.nj.us. **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 current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary or the minimum salary of the band/level, whichever is greater. Employees who are hired directly from another branch of New Jersey state government may be hired at up to 5% above the salary they were being paid in the other branch of government. For newly hired individuals, the starting salary will normally be at the minimum of the salary range or up to 15% above the minimum salary based on education and experience; however, a higher salary may be approved based upon the particular qualifications of the selected candidate or the difficulty of the recruitment. In no case may the employee be paid more than the maximum salary for the title.

**The trainee period shall last for one year. Trainees will receive a 2.5% increase in salary upon completion of six months of service; upon successful completion of the full one year trainee period, they will be advanced to the Court Services Officer 1 title and receive an additional 2.5% of their then current salary or move to the minimum salary of the Court Services Officer 1 title, whichever is greater. In no case will the trainee salary exceed the maximum salary of the Court Services Officer Trainee title.

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.