

See link below for Administrative Specialist 2 (Operations) for Morris/Sussex Vicinage.
<https://www.governmentjobs.com/careers/njjudiciary/jobs/2006928/administrative-specialist-2-operations?keywords=Morristown&pagetype=jobOpportunitiesJobs>

Description

Salary Information*

Minimum Salary: \$43,703.66

Maximum Salary A: \$71,601.17

Maximum Salary B: \$68,021.11

Morris/Sussex Vicinage seeks a motivated individual with excellent information management, customer service, and reasoning skills to work in the Operations Division. Under the direction of the Operations Manager or other supervisory personnel, the selected candidate will use strong total quality management and organizational awareness skills to provide a wide range of administrative functions in various areas of operations. This position requires the individual to multi-task and work in a fast-paced work environment where receiving and providing cross-training is an integral part of the job. The individual will be tasked with prioritizing a high volume of facilities related calls and respond to all internal customers in an efficient, courteous and expeditious manner. The candidate will also work collaboratively with the Interpreters, Transcript, Records Management and the Mail Services Units. Duties may include moving boxes, files, and other items. This position will also involve a considerable amount of interaction with the general public on a daily basis via telephone, email and in person. The candidate must possess exceptional communication skills and the ability to compose written correspondence such as form letters, emails or standard replies to inquiries, explain judiciary policies and procedures to clients or customers, gather information to respond to attorneys, litigants, etc. The selected individual will create and maintain analytical and statistical reports from existing databases and other judiciary software and applications and perform related work as required.

Although this position is based in the Morris County Courthouse (Morristown, NJ), travel to the Sussex County Courthouse (Newton, NJ) and other judiciary locations is required.