

Englewood

Human Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

CAREER OPPORTUNITY

DATE: September 18, 2025

TO: All City of Englewood Employees & External Applicants (Subsequently)

FROM: Human Resources

SUBJECT: Available Position – Prosecutor – Full Time (Municipal Court)

There is one (1) position available in the Municipal Court for a Prosecutor (Unclassified). This is a full time position. The position is subject to appointment by the governing elected body (City Council).

Compensation: The salary range \$80,000 to \$85,000 annually

Benefits:
Medical & Prescription Coverage (Shared-Cost)
NJ State Pension (PERS/DCRP if eligible)
Paid time-off (Vacation, Sick, Personal & Holiday Leave)
Voluntary Benefits (Vision, Dental, FSA & Short Term Disability)

Schedule: Monday – Friday
9:00am – 5:00pm
Must be available to work additional hours as needed for special court sessions.

How to Apply:
Please submit your resume to
City of Englewood
Department of Human Resources
2-10 N. Van Brunt Street
Englewood, New Jersey 07631

Email: hr@cityofenglewood.org
Subject: Prosecutor – Full Time

A complete job description is hereto attached.

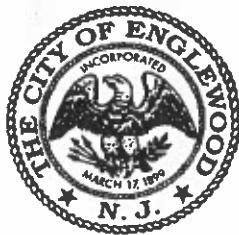
POST: September 18, 2025

REMOVE: Will Remain Posted Until Filled

The City reserves the right to interview applicants and to hire while this position is still active.

AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER

cc: R. S. Hoffmann, City Manager
D. Barr, Municipal Court Administrator



Englewood

Human Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PROSECUTOR

JOB SUMMARY:

Under the direction of the Municipal Court Presiding Judge and the Municipal Court Administrator, the Municipal Court Prosecutor is required to represent the State of New Jersey and the City of Englewood in the prosecution of all criminal offenses, traffic infractions, and ordinance violations. The ideal candidate has a demonstrated belief in the power of prosecuting attorneys to be affirmative, fair, proactive, and problem-solving members of the community with a positive effect on disorder reduction and quality of life enhancement.

Please Note: The examples of work for this title may not list all duties performed under this title.

EXAMPLES OF WORK:

- Prepares cases for plea negotiations, discovery fulfillment, trial, and all necessary aspects of litigation.
- Prepares written motions, pleadings, arguments, code enforcement search warrants, and other legal memoranda.
- Participates in ongoing legal education to remain up to date on criminal law and municipal law.
- Works closely with the police department and the City's code enforcement offices on best practices for enforcement.
- Strong courtroom presence and ability to advocate effectively in municipal court
- Excellent research, writing, and communication skills.
- Performs other related as required.

QUALIFICATIONS:

- Juris Doctor from an accredited law school and admission to practice as an Attorney-at-Law in the State of New Jersey.
- Must be a U.S. Citizen or be able to provide documents that establish both identity and employment authorization.
- Must successfully complete a routine background check, medical exam and drug test
- Please note that the successful applicant is subject to appointment by sitting City Council.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to interpret state criminal statutes, municipal ordinances, and related case law.

- Ability to plan and put into operation the necessary legal steps on behalf of the municipality in important local prosecutions.
- Demonstrated commitment to social and criminal justice and their current trends.
- Ability to read, write, speak and understand English sufficiently to perform duties of the position.
- Demonstrated knowledge of Codes, related to Criminal and Civil including but not limited to Property Maintenance, Zoning, and Construction.
- Verbal and/or written fluency in other languages preferred.
- Ability to multi-task and maintain accuracy in high volume office.
- Considerable knowledge of the laws, ordinances, rules and regulations, and procedures relating to the operations of the Court.
- Ability to attend to court matters.
- Ability to prepare clear, sound accurate and informative reports and statements.
- Ability to dispense information relating to court matters.
- Ability to comply with the New Jersey rules of Court/Supreme Court Directives

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to:

- Close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing, viewing a computer terminal; extensive reading
- Regularly required to stand walk and sit; talk or hear; both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms.
- Regularly required to stoop, kneel, bend, crouch and lift, carry, push pull or otherwise move objects a minimum of 10 pounds.
- Specific vision requirements include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

WORK ENVIRONMENT:

The characteristics of the work environment described here are representative of those that the employee may encounter while performing the essential functions of this job. Some examples of the typical working environment may include, but are not limited to:

- Maintaining professionalism and superior customer service with challenging/demanding patrons
- Flexibility and adaptability to frequent disruptions
- Multitasking and prioritizing tasks with efficiency and organization

The City reserves the right to interview applicants and to hire while this position is still active.

AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER