

DAWN ALLGEIER

4 Conover Avenue
Roseland, NJ 07068

May 31, 2019

Borough of Madison
Attention: Linda Sawyer
50 Kings Road
Madison, New Jersey 07940

Re: Court Administrator Position

Dear Ms. Sawyer,

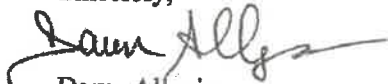
I am interested in applying for the Court Administrator position in the Madison Borough Joint Municipal Court. Attached is a copy of my resume for your review.

My background of over ten years of Joint Municipal Court experience includes customer service, day-to-day tasks, supervising and training and reconciliation of accounts. I have completed all of the POMCA classes and have been certified since September 2012.

I believe my extensive experience and education provide me with a solid foundation for this position.

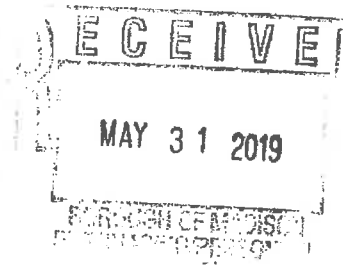
Thank you in advance for your time and consideration.

Sincerely,


Dawn Allgeier

Enc.

cc: Tricia Nikiel, Division Manager



DAWN ALLGEIER

4 Conover Avenue, Roseland, NJ 07068 •

PROFESSIONAL EXPERIENCE

- Feb 2009 – Present **THE JOINT COURT OF MADISON, THE CHATHAMS, HARDING & MORRIS TWP.**
Deputy Court Administrator Madison, NJ
- Assisted the Judge and Court Administrator in developing, planning and implementing various procedures to efficiently operate a Joint Municipal Court.
 - Reconcile financial accounts.
 - Train and supervise new employees.
 - Prepare calendar for special sessions.
 - Daily entry of payments, tickets and complaints.
 - Practice quality customer service to all court users including defendants, police, attorneys, jail staff and Prosecutor's office.
- Sept. 2008 – Feb 2009 **WILMINGTON PAPER COMPANY** Pine Brook, NJ
Accounts Receivable Clerk
- Processed accounts receivables for five companies, including checks and wires.
 - Reconciled bank deposits and cash postings daily.
 - Prepared and distributed aging reports weekly.
 - Investigated outstanding discrepancies.
 - Performed accounting adjustments to customer accounts.
- Feb. 2008-Sept. 2008 **BAKER TEMPS OF MORRIS COUNTY, INC.** Pine Brook, NJ
Accounts Receivable Clerk – Temporary
Wilmington Paper Company, Pine Brook
- May 2006-Nov. 2007 **PEQUANNOCK MUNICIPAL COURT** Pequannock, NJ
Deputy Court Administrator
- Assisted the Judge and Court Administrator in developing, planning and implementing various procedures to efficiently operate a Municipal Court.
 - Reconcile financial accounts.
 - Train and supervise new employees.
 - Daily entry of payments, tickets and complaints.
 - Practice quality customer service to all court users including defendants, police, attorneys, jail staff and Prosecutor's office.
- Oct. 2001-May 2006 **MORRIS COUNTY PROSECUTOR'S OFFICE** Morristown, NJ
Advocate, Victim-Witness Program
- Interacted extensively with Superior Court, Family Court and Municipal Court
 - Provided referrals to victims and witnesses for services needed, including counseling.
 - Accompanied victims and witnesses to court/parole hearings.
 - Advised victims and witnesses of their rights and status of case.
 - Provided assistance to victims to prepare and deliver victim impact statements, as well as filed claims with the Victim Crimes Compensation Board.
 - Responded to questions and/or concerns regarding the Criminal Justice System, parole process, rules and regulations.
 - Provided back-up to other advocates in the unit, including the Municipal Court Advocates by attending municipal courts and assisting victims in domestic violence cases.

Parole (Dec. 2004 – May 2006)

- Registered victims and witnesses with the New Jersey State Parole Board.
- Researched cases identified pertinent information and entered the information into Advocate Program.
- Assisted victims with preparing victim impact statements for Parole Board. Accompanied victims to parole hearings.
- Maintained inventory of parole notifications and notified victims when offenders were released.

Intake, Adjudication & Post-Judgment (April 2005 – May 2006)

- Received and entered case information into Advocate database daily.
- Sent introductory letters and impact statements to victims and/or witnesses.
- Maintained record of Pre-Trial Intervention admissions (PTI) and notifications in Advocate database and sent PTI letters to victims and police officers.
- Maintained record of judgment of convictions (JOC) and notifications in Advocate database and sent sentencing information to victims and police officers.
- Acted as liaison between Victim-Witness Unit and Probation Department by providing all pertinent information regarding restitution and victim information to Probation.

Juvenile (Sept. 2004 – May 2005)

- Entered cases and all pertinent information into Advocate program. Generated and mailed impact statements.
- Entered court dates and sent out corresponding court letters to victims and police officers.
- Entered dispositions of juvenile cases into Advocate system. Generated and mailed dispositions to victims and police officers.

Clerk Typist, Megan's Law Unit (Oct. 2001 – Sept. 2004)

- Maintained Megan's Law system by processing registration forms, including inventory, Access database, Promis Gavel, Case Information and motor vehicle inventory.
- Informed residents and community groups about Megan's Law.
- Acted as liaison between the Megan's Law Unit and the local police departments.
- Obtained criminal histories and III's (Interstate Identification Index) on sex offenders using NCIC.
- Maintained community group database and mapping system.
- Created maps and notification lists used for tier notifications.
- Prepared correspondence and fliers to registrants, police agencies and community groups regarding tier notifications.
- Assisted other units with identifying suspects.
- Prepared maps for other units to aid in investigations.
- Prepared monthly statistics for the Attorney General's office.
- Maintained monthly inventory for Weapons Return Unit.

EDUCATION

BS, Business Administration, Caldwell College
BA, Criminal Justice, Caldwell College
CMCA, Certified Municipal Court Administrator, September 2012

COMPUTER SKILLS

Windows • Word Perfect • MS Word • Excel • Filemaker Pro 3.0 • QuickBooks • Promis Gavel • Access • NCIC • FTR Gold • Automated Traffic System (ATS)/Automated Criminal System (ACS) • DMV • MACS • Reports on Demand • Page Center



BOROUGH OF MADISON EMPLOYMENT APPLICATION

Hartley Dodge Memorial, 50 Kings Road

Madison, NJ 07940

Attn: Personnel Dept.

EOE/ADA

The Borough of Madison considers applicants for all positions without regard to age, race, creed, color, national origin, ancestry, marital or veteran status, gender, affectional or sexual orientation, domestic partnership status, disability, or any other characteristic protected from discrimination by law.

(PLEASE CLEARLY PRINT OR TYPE ALL INFORMATION)

Date of Application: 11/29/08

Name: Dawn Allgeier

Position(s) Applying For: Deputy Court Administrator
(or type of work seeking, or department of interest)

A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS FORM IN ITS ENTIRETY.

Instructions for completing this application:

- Resumes can be submitted with the application however all questions on this application must be fully answered. Do not indicate "See Resume" on any part of this application and then leave sections blank. This application requests more information than can be obtained from a resume.
- If a question does not apply, please write N/A.
- Please indicate the specific position for which you are applying. If you are not applying for a specific job opening, please provide some indicator of the type of work for which you are looking (ex. administrative, management) and/or the department of interest (ex. Clerk, Personnel).
- Do not abbreviate the name of your employers or education. Provide complete addresses and telephone numbers for all employers, references, and educational institutions.
- Be sure to sign and date the last page of this application in the Applicant's Statement section.

All information obtained will be kept confidential and will be provided to only those persons involved in the screening and hiring processes

PLEASE NOTE: Due to the large number of applications we receive, only those candidates being considered for an interview will be contacted.

BELOW FOR PERSONNEL DEPARTMENT USE ONLY

+++++

Position applied for is open? ☐ Yes ☐ No

Comments _____

Date Received (Date stamped by Borough Clerk's office or Purchasing/Personnel Dept only.)
DEC - 2 2008
BOROUGH OF MADISON PURCHASING/PERSONNEL

Personal Information

Last Name	First Name	Middle Initial
Allgeier	Dawn	A
Address	City	State
4 Conover Avenue	Roseland	NJ
Zip Code	Telephone #s	Social Security #
07068		
Email address		
dallg15116@aol.com		

How did you learn about this position?

- ☐ Newspaper Advertisement; please list publication _____
☐ Borough of Madison Website ☐ Relative/friend/etc. ☐ Inquiry ☐ Employment Agency
☒ Other (please specify) League of municipalities website

If you are under 18 years of age, can you provide the necessary proof of your eligibility to work? ☐ Yes ☐ No

Have you ever been employed by ☐ or previously applied for employment with ☒ the Borough of Madison? If so, please check the appropriate box above and supply the following information:

Month/Year Applied or time period worked 1/06 Dept Worked for _____

Are you currently employed? ☒ Yes ☐ No

May we contact your current employer? ☐ Yes ☒ No

Are you able to provide proof of your eligibility to work in the United States? ☒ Yes ☐ No

Proof of employment eligibility will be required upon employment.

Date available to begin work need to provide 2 wks notice Desired salary \$ 40,000

Are you currently on "lay-off" status, subject to recall? ☐ Yes ☒ No

What is your availability to work: ☒ Full Time (please indicate shift 1 2 3)
☐ Part Time (please indicate Mornings Afternoon Evenings)
☐ Temporary (please indicate available dates ____/____/____ - ____/____/____)

Can you travel if a job requires it? ☒ Yes ☐ No

Have you been convicted of a felony within the last five years? ☐ Yes ☒ No

A "yes" does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Education and Training

	Name & Complete Address of School	Course of Study	# of Years Complete	Did you graduate?	Diploma or Degree (Please be specific)
High School	West Essex High School West Greenbrook Drive North Caldwell, NJ 07006	General	3	YES ☒	High School diploma
Undergraduate	Caldwell College 9 Ryerson Avenue Caldwell, NJ 07006	Business Administration	4	YES ☒	B.S.
		Criminal Justice	4		B.A.
Graduate				YES ☐	
Technical, Other (please specify)				YES ☐	

Describe any specialized skills, training, apprenticeship(s), and/or extracurricular activities that you have, have performed or been involved with. (You can exclude membership that would indicate any characteristic protected from discrimination by law.)

- basic training for Crisis response team by NORA (National Organization for Victim Assistance)
- completed Principles of municipal Court Administration Orientation and Introduction (Phase I)

List any professional, trade, business or civic activities and offices held. (You can exclude membership that would indicate any characteristic protected from discrimination by law.)

Additional Information

Please provide any additional job-related skills, specialized skills, qualifications, experience and/or information you would like to provide that may be helpful to us in considering your application.

- Automated Traffic System (ATS), Automated Criminal System (ACS)
FTR Gold recording system & log notes, National Crime Information Center (NCIC), Division of motor vehicles (DMV system) Promis
Gavel, word, Excel
- Previous municipal court experience as well as extensive work with
local, county & Federal government agencies

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING OR HAVE RECEIVED A COPY OF THE JOB DESCRIPTION.

With or without reasonable accommodation, are you able to perform in a reasonable manner the activities involved in the job for which you are applying? A review of the activities involved in the job you are applying for has been given or advised. ☐ Yes ☐ No

Business References

References requested must be business/work references, excluding relatives and those already mentioned previously. Please provide three. These references will be contacted after an interview, if you are being seriously considered for employment. If for some reason you do not have three business/work references, please indicate as such below.

1.	Name, Complete Address & Telephone # Patty Fritz Lincoln Park municipal court 34 Chapel Hill Rd, Lincoln Park, NJ (973) 270 2067	Relationship assisted at Reg municipal court on regular basis
2.	Name, Complete Address & Telephone # Doug Scheer Rockaway Borough Police Dept 33 Maple Avenue, Rockaway, NJ (973) 627 2478	Relationship Police officer I worked with
3.	Name, Complete Address & Telephone # Sib, Saenz-Williams Morristown Memorial Hospital, Family Health Center 200 South Street, Morristown, NJ (973) 889 6838	Relationship former co-worker

Employment History

Please list all employment, including military service and self-employment. Start with your current or most recent employer. If the HR Department for an employer is located at another site, please also provide that complete location address and telephone number. If the company has closed the location where you worked or if the company has been sold to another company, please provide a location where this employment can be verified. Attach additional pages if needed.

Start Date 9/08	End Date Present	Employer Name, Complete Address & Tele. Number Wilmington Paper Corporation 20 Hook Mountain Rd Pine Brook, NJ Tele. #: (973) 830 8200
Starting Salary \$ 45,000	Ending Salary \$	
Hourly or Salary?	Hourly or Salary?	
Job Title Accounting Clerk	Supervisor Name & Title Nancy Scheck	Nature of work performed/Job Responsibilities - handle accounts receivable for 5 companies including checks & wires, daily reconciliation of bank deposits & cash postings, investigate outstanding discrepancies, generate & distribute aging reports weekly, collections, various projects
Reason for leaving went to return to municipal court	Can we contact for a reference? ☐ Yes ☒ No	

Start Date 2/08	End Date 9/08	Employer Name, Complete Address & Tele. Number Baker-Temps of Morris County 28 Bloomfield Avenue Pine Brook, NJ Tele. #: (973) 575 4211
Starting Salary \$ 14.00	Ending Salary \$ 14.00	
Hourly or Salary?	Hourly or Salary?	
Job Title Accounting Clerk	Supervisor Name & Title Diane Zivlen Staffing Services Coordinator	Nature of work performed/Job Responsibilities - temporarily assigned to Wilmington Paper - handle accounts receivable for 5 companies including checks & wires, daily reconciliation of bank deposits & cash postings, various projects as assigned
Reason for leaving accepted job permanently	Can we contact for a reference? ☒ Yes ☐ No	

Start Date 5/06	End Date 11/07	Employer Name, Complete Address & Tele. Number Pegumock Township Municipal Court 530 Newark Pompton TpK Pompton Plains, NJ Tele. #: (973) 8355700
Starting Salary \$ 28,000	Ending Salary \$ 32,000	
Hourly or Salary?	Hourly or Salary?	
Job Title Deputy Court Administrator	Supervisor Name & Title Kathy Koegler Court Administrator	Nature of work performed/Job Responsibilities enter tickets, complaints, payments & bail into AYS/ACS weekly preparation of court calendar & cases, train new employees & supervise court administrators absence available for on call response, process attorney letters, incur expense - log notes recording, enter dispositions
Reason for leaving Personal reasons	Can we contact for a reference? ☐ Yes ☐ No I am currently retired but can be reached at 973-706-8109 (home phone #)	

Start Date 9/04	End Date 5/06	Employer Name, Complete Address & Tele. Number Morris County Prosecutor's Office PO Box 900 Morristown, NJ Tele. #: (973) 285 6200
Starting Salary \$ 30,260	Ending Salary \$ 33,854	
Hourly or Salary?	Hourly or Salary?	
Job Title Victim Witness Advocate	Supervisor Name & Title Irish Stewart Coordinator	Nature of work performed/Job Responsibilities assist victims & witnesses through court process & provide process, act as liaison between victims & detective & Assistant Prosecutors, maintain victim witness advocate database by entering pertinent information, available for on call response
Reason for leaving looking for a position to utilize my business & Criminal Justice Degree	Can we contact for a reference? ☒ Yes ☐ No	

Employment History Continued

Oct. 2001-May 2006

Morris County Prosecutor's Office

PO Box 900

Morristown, NJ

Supervisor – Sgt. Steve Wilson

Phone: (973) 285-6200

Clerk Typist, Megan's Law Unit (*Oct. 2001 – Sept. 2004*)

Salary: Beg: \$20,000/yr – End \$24,556/yr

- Maintain Megan's Law system by processing registration forms, which includes updating the inventory, Access database, Promis Gavel, Case Information and motor vehicle inventory.
- Inform residents and community groups about Megan's Law.
- Act as liaison between the Megan's Law Unit and the local police departments.
- Obtain criminal histories and III's (Interstate Identification Index) on sex offenders using NCIC.
- Maintain community group database and mapping system.
- Create maps and notification lists used for tier notifications.
- Prepare correspondence and fliers to registrants, police agencies and community groups regarding tier notifications.
- Assist other units with identifying suspects, as necessary.
- Prepare monthly statistics for the Attorney General's office.

Reason for leaving: Wanted to advance my career

Aug. 2000-Oct. 2001

Baker Temps of Morris County, Inc.

28 Bloomfield Avenue

Pine Brook, NJ

Supervisor: Diane Rivkin

Phone: (973) 575-4211

Salary: varied

Administrative Assistant

- Computer Horizons, Mountain Lakes (Sept. 2001-October 2001)
 - Distribute emails from the internet to recruiters.
 - Type resumes for employees.
 - General administrative duties.
- March of Dimes, Pine Brook (Sept. 2000-Sept. 2001)
 - Assist in preparing for Walk America and other fundraising projects.
 - Assist in maintaining database of donations received.
 - Prepare correspondence to companies.
 - General administrative duties.
- Household Finance, West Orange (Aug. 2000-Sept. 2000)
 - Prepare weekly status reports.
 - Process new hire paperwork.
 - Review potential employees background checks and drug test results.
 - General administrative duties.

Reason for leaving: Obtained permanent position

Nov. 1999-July 2000

Omega Temporary Services, Inc.

60 Roseland Avenue

Caldwell, NJ

Supervisor: Oscar Bates

Phone: (973) 228-4414

Salary: Beg: \$11/hr

Administrative Assistant

- Project Peace Maternity Home, Montclair (Nov. 1999-July 2000)
 - Assistant in organizing fundraisers.
 - Monthly bank reconciliation.
 - Accounts payables and receivables.
 - Maintain database of donations received.

Reason for leaving: No temporary positions available

Jan. 1999-Aug. 1999

Cendant Corporation

6 Sylvan Way

Parsippany, NJ

Supervisor: David Wyshner

Phone: (973) 428-9700

Budget Coordinator

Salary: Beg/End \$28,000 year

- Provide support to Senior Vice President, Managers and Directors of Financial Planning and Development.
- Production and distribution of monthly forecast.
- Coordinate travel arrangements and conference calls/rooms.
- Prepare, submit and reconcile travel and expense reports.
- General administrative duties.

Reason for leaving: Change career direction

July 1997-Jan. 1999

The Goldmark Group, Inc.

1155 Bloomfield Avenue

Clifton, NJ

Supervisor: Joe Goldbrenner / Gene Markowitz

Phone: (973) 777-5720

Salary: Beg/End: \$23,000/yr

Administrative Assistant

- Prepare quotes/proposals/letters for submission to clients.
- Process client invoices.
- Prepare/sort/arrange FedEx, UPS and messenger packages, and mail.
- Input pertinent information into clients' accounts.

Reason for leaving: Wanted to advance my career

April 1996-May 1997

Dr. Louis J. Giasullo, D.C.

1140 Bloomfield Avenue

West Caldwell, NJ

Supervisor: Dr. Giasullo

Phone: (973) 575-8363

Salary: Beg: \$9.00/hr – End: \$9.50/hr

Office Manager

- All functions required for daily administration of sole-practitioner, i.e., accounts receivable, processing insurance forms, billing, preparation of medical reports for accident/workman compensation cases, scheduling appointments, heavy patient interaction.

Reason for leaving: Financial/no room for advancement

Applicant's Statement

I certify that all information I have provided in this Employment Application is true and complete. I authorize the Borough of Madison, its representatives, employees or agents to investigate all statements contained in this Employment Application as may be necessary in arriving at an employment decision. I also authorize the Borough of Madison, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby release the Borough of Madison, its representatives, employees or agents from any liability for seeking, gathering and using such information in the employment process; I hereby release all other persons, corporations or organizations from any liability for furnishing such information about me.

I understand that any information provided by me that is found to be false or misleading in any respect will be sufficient cause to cancel further consideration of this application or immediately discharge me from the Borough of Madison's service, whenever it is discovered.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Borough of Madison is of an 'at will' nature, which means that the Employee can resign at any time and the Borough of Madison may discharge the Employee at any time with or without cause. Additionally, I understand that this Employment Application does not constitute an agreement or contract for employment for any specific period or definite duration. It is also understood that this 'at will' employment relationship may not be changed by any written document, assurances to the contrary or implied oral or written agreements unless it is specifically acknowledged in writing by a Borough of Madison authorized representative.

This Employment Application will remain active for 90 days.

I understand that if employed by the Borough of Madison I must abide by all of its rules and regulations.

I certify that I have read, understand, and accept all terms of this Application and Statement.


Signature of Applicant

11/29/08
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Remarks: 12/17/08, 2:30p - SKED 12/22/08, 12:00p

Dawn Allgeier

4 Conover Avenue
Roseland, NJ 07068

Email: dallg15116@aol.com

Objective: To obtain a Deputy Court Administrator position.

Education: B.S., Business Administration, Caldwell College
B.A., Criminal Justice, Caldwell College

Computer Skills: Proficient in Windows, Word Perfect, MS Word, Excel, Filemaker Pro 3.0, QuickBooks, Court Databases including Promis Gavel, Access, NCIC (for CCH and motor vehicle checks), FTR Gold recording system/log notes, Automated Traffic System (ATS)/Automated Criminal System (ACS), Great Plains.

Experience:

- Sept. 2008 – Present **Wilmington Paper Company**
Pine Brook, NJ
Accounts Receivable Clerk – Permanent position
- Process accounts receivables for 5 companies including checks and wires.
 - Reconcile bank deposits and cash postings daily.
 - Weekly preparation and distribution of aging reports.
 - Investigate outstanding discrepancies.
 - Contact companies regarding past due invoices/collections.
 - Perform accounting adjustments to customer accounts.
 - Update customers/salespersons information.
 - Various projects as assigned.
- Feb. 2008-Sept. 2008 **Baker Temps of Morris County, Inc.**
Pine Brook, NJ
Accounts Receivable Clerk – Temporary position
- Wilmington Paper Company, Pine Brook
- May 2006-Nov. 2007 **Pequannock Municipal Court**
Pequannock, NJ
Deputy Court Administrator
- Successfully completed Principles of Municipal Court Administration Orientation and Introduction (Phase 1).
 - Enter tickets, complaints, payments and bail into ATS/ACS.
 - Weekly preparation of court calendar and cases for upcoming court session.
 - Process attorney letters, accept not guilty pleas and schedule cases for court.
 - In-court experience - record sessions, log notes, enter dispositions and assist Judge.
 - Train new employees and in Court Administrator's absence, supervise.
 - Prepare court ordered paperwork, i.e. community service, probation, etc.
 - Authorized to sign complaints for police officers and citizens.
 - Ongoing on-call response for signature of criminal complaints and questions from police officers.

Oct. 2001-May 2006

Morris County Prosecutor's Office

Morristown, NJ

Advocate, Victim-Witness Program

- Extensive interaction with Superior Court, Family Court and Municipal Court.
- Provide referrals to victims and witnesses for services needed, including counseling.
- Accompany victims and witnesses to court/parole hearings.
- Advise victims and witnesses of their rights and status of case.
- Provide assistance to victims to prepare and deliver victim impact statements, as well as file claims with the Victim Crimes Compensation Board.
- Respond to questions and/or concerns regarding the Criminal Justice System, parole process, rules and regulations.
- Provide back-up to other advocates in the unit including the Municipal Court Advocates by attending municipal courts and assisting victims in domestic violence cases, when necessary.
- Available for on-call response as scheduled.

Parole (Dec. 2004 – May 2006)

- Register victims and witnesses with the New Jersey State Parole Board.
- When necessary, research cases, identify pertinent information and enter the information into Advocate Program.
- Assist victims with preparing victim impact statements for Parole Board and when necessary, accompany victims to parole hearings.
- Maintain inventory of parole notifications and notify victims when offenders are released.

Intake, Adjudication & Post-Judgment (April 2005 – May 2006)

- Receive and enter case information daily into Advocate database.
- Send introductory letters and impact statements to victims and/or witnesses.
- Maintain record of Pre-Trial Intervention admissions (PTI) and notifications in Advocate database as well as send PTI letters to victims and police officers.
- Maintain record of judgment of convictions (JOC) and notifications in Advocate database as well as send sentencing information to victims and police officers.
- Liaison between Victim-Witness Unit and Probation Department by providing all pertinent information regarding restitution and victim information to Probation.

Juvenile (Sept. 2004 – May 2005)

- Enter cases and all pertinent information into Advocate program as well as generate and mail impact statements.
- Enter court dates and send out corresponding court letters to victims and police officers.
- Enter dispositions of juvenile cases into Advocate system as well as generate and mail dispositions to victims and police officers.

Clerk Typist, Megan's Law Unit (Oct. 2001 – Sept. 2004)

- Maintain Megan's Law system by processing registration forms, which includes updating the inventory, Access database, Promis Gavel, Case Information and motor vehicle inventory.
- Inform residents and community groups about Megan's Law.
- Act as liaison between the Megan's Law Unit and the local police departments.
- Obtain criminal histories and III's (Interstate Identification Index) on sex offenders using NCIC.

- Maintain community group database and mapping system.
- Create maps and notification lists used for tier notifications.
- Prepare correspondence and fliers to registrants, police agencies and community groups regarding tier notifications.
- Assist other units with identifying suspects, as necessary.
- Prepare maps for other units to aid in investigations.
- Prepare monthly statistics for the Attorney General's office.
- Maintain monthly inventory for Weapons Return Unit (temporary assignment).

Aug. 2000-Oct. 2001

Baker Temps of Morris County, Inc.

Pine Brook, NJ

Administrative Assistant

- Computer Horizons, Mountain Lakes (Sept. 2001-October 2001)
- March of Dimes, Pine Brook (Sept. 2000-Sept. 2001)
- Household Finance, West Orange (Aug. 2000-Sept. 2000)

Nov. 1999-July 2000

Omega Temporary Services, Inc.

Caldwell, NJ

Administrative Assistant

- Project Peace Maternity Home, Montclair (Nov. 1999-July 2000)

Jan. 1999-Aug. 1999

Cendant Corporation

Parsippany, NJ

Budget Coordinator

- Provide support to Senior Vice President, Managers and Directors of Financial Planning and Development.
- Production and distribution of monthly forecast.
- Coordinate travel arrangements and conference calls/rooms.
- Prepare, submit and reconcile travel and expense reports.
- General administrative duties.

July 1997-Jan. 1999

The Goldmark Group, Inc.

Clifton, NJ

Administrative Assistant

- Prepare quotes, proposals and letters for submission to clients.
- Process client invoices.
- Prepare, sort and arrange FedEx, UPS and messenger packages, and mail.
- Input pertinent information into clients' accounts.

Apr. 1996-May 1997

Dr. Louis J. Giasullo, D.C.

West Caldwell, NJ

Office Manager

- All functions required for daily administration of sole-practitioner, i.e., accounts receivable, processing insurance forms, billing, preparation of medical reports for accident/workman compensation cases, scheduling appointments, heavy patient interaction.

References:

Available upon request

November 29, 2008

Human Resource Department
Borough of Madison
Hartley Dodge Memorial Building
50 Kings Road
Madison, New Jersey 07940

To Whom It May Concern:

I am interested in applying for the Deputy Court Administrator position and have enclosed my application for your review. In addition, I have also enclosed my resume for additional information.

My work experiences, as well as my two bachelor degrees, provide me with a solid foundation for this position. In addition to my Municipal Court experience, I have extensive experience in the Criminal Justice System as well as business administration. I am well organized, hard working and have knowledge of several computer programs, including the Automated Traffic Systems (ATS) and Automated Criminal Systems (ACS).

Thank you for your time. If you have any questions, please feel free to call me at
look forward to hearing from you.

Sincerely,



Dawn Allgeier

Enc.