

DEPUTY MUNICIPAL CLERK

Township of Hillside (Union County) is seeking interested applicants for the full-time position of Deputy Municipal Clerk. RMC certification preferred plus three (3) years of experience working in a Municipal Clerk's office. Candidates in the process of obtaining an RMC will be considered with work experience. The Deputy Municipal Clerk shall be responsible to assist the Municipal Clerk in their regular statutory duties and to fulfill all duties of the Municipal Clerk in their absence. Duties include but are not limited to agenda and minutes preparation, election responsibilities, records management, response to public records requests, licensing responsibilities, and attendance at Council meetings. The applicant must possess excellent written and oral communication skills, proficiency in Word, Excel and Outlook, and possess strong customer service skills. Please email your resume and cover letter to Lorraine N. Messiah, RMC CMR at lmessiah@hillsidenj.us. Deadline is February 11, 2019. EOE