

## FULL-TIME MUNICIPAL CLERK – Township of Hillside (Union County)

Township of Hillside (Union County) a Faulkner form of government (Mayor-Council/Non-Partisan) is seeking a full-time Municipal Clerk; interested applicants must possess the Registered Municipal Clerk Certification (RMC). Candidate will serve as Secretary to the Governing Body by preparing meeting agendas, minutes, resolutions and ordinances; attends Township Council meetings; serves as custodian of municipal records which includes responding to OPRA requests; conducts and serves as Chief Administrative Officer for all municipal elections; issues various permits and licenses; coordinates and supervises activities of clerical staff and prepares offices related budgets. Candidate must have the ability to organize and manage multiple tasks; possess excellent written and oral communication skills; ability to deal with the public in a professional manner; ability to work cooperatively with elected officials, department heads and employees; and have strong customer service skills. Interested applicants should have a minimum of two years of experience in a New Jersey Municipal Clerk's Office, preferably as either a Municipal Clerk or Deputy Municipal Clerk. Please forward a letter of interest and resume to Lorraine N. Messiah, RMC CMR at [lmessiah@hillsidenj.us](mailto:lmessiah@hillsidenj.us) Deadline is February 11, 2019 EOE