



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

INTERNAL JOB POSTING

POSITION: Deputy Registrar
POSTING DATE: 07/23/2020
CLOSING DATE: 07/30/2020 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Director of Human Services
UNION AFFILIATION: Non-Union
SALARY GRADE & RANGE: Minimum \$34,092.00/ Maximum \$54,342.73

RESPONSIBILITIES AND DUTIES

Under supervision, a person serving in this position performs the duties of the Office of Registrar of Vital Statistics, or person so designated. These duties will include obtaining reports of and reporting births, marriages, civil unions and deaths that occur within the municipality. Responsibilities include the development and maintenance of procedures for obtaining prompt and accurate reports of vital records, issues certified copied of recorded births, marriages, civil unions, and deaths to applicants as applicable, collects fees and accounts for the funds collected, determined the manner in which records and files are maintained in accordance with New Jersey requirements, makes statistical compilations and organizes reports in regards to local vital documents and answers inquiries for information within the Department in accordance with Township policy and regulations. Does related work as required. Responds to inquiries, processes clerical transactions, and performs other functions as needed in the Department of Human Services.

QUALIFICATIONS

1. One (1) year of experience in an office/administrative/clerical setting.
 2. Ability to establish and maintain effective working relationships with internal and external customers
 3. Must possess a Certified Municipal Registrar (CMR) certificate as a Registrar in the State of New Jersey
 4. Good knowledge of pertinent laws and regulations concerning the registration of vital statistics
-

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
 - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
-

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and fully completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 07/30/2020**. Please put "Deputy Registrar" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER