



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, NJ 08807

908/725-6300 / FAX 908/725-3365

POSITION TITLE:	Deputy Township Clerk
POSTING DATE:	January 23, 2024
CLOSING DATE:	February 7, 2024 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Township Clerk
UNION:	None
SALARY:	Grade M: Minimum:\$57,800.37/ Maximum \$95,864.46

DUTIES AND RESPONSIBILITIES

Provides assistance in performing all statutory duties of the Municipal Clerk. Maintains and processes applications for dog licenses, liquor licenses, collect and record fees, and organization of all relevant records. Assists in the preparation of agendas for all Township Council meetings as well as attending local meetings and preparation of meeting minutes. Provides assistance at elections, preparation of reports on election returns, and registration of new voters. Provides assistance with updating the Township website and other publications.

QUALIFICATIONS

Registered Municipal Clerk (RMC) Certification and experience in a Clerk's Office is preferred. The ideal candidate is collaborative and experienced in establishing and managing working relationships with local officials, department heads, employees, and the general public. They must be organized and experienced in creating and maintaining schedules, reports and must possess strong technological abilities. They must use initiative and discretion based upon knowledge of Municipal Clerk's Office policies and procedures.

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

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on February 7, 2024**. Please put "Deputy Township Clerk" in the subject line of the email. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf

AN EQUAL OPPORTUNITY EMPLOYER