

BOROUGH CLERK AND REGISTRAR OF VITAL STATISTICS (RMC/CMR) PART-TIME – EAST NEWARK BOROUGH, HUDSON COUNTY

East Newark Borough is looking for a part-time Registered Municipal Clerk (RMC) and Registrar of Vital Statistics (CMR). Hours flexible. The selected candidate will perform all statutory duties of the Municipal Clerk and Registrar or Vital Statistics and attend all meetings of the governing body outside of regular working hours. Candidate must possess both Registered Municipal Clerk (RMC) and Certified Municipal Registrar (CMR) Certificates and must have prior experience as a Municipal Clerk or Deputy Clerk and Municipal Registrar or Deputy Registrar. Candidates working towards RMC certification may be considered; however, candidates must possess CMR certification. Responsibilities include serving as the secretary to the governing body, chief administration officer of elections and licensing, and issuing vital statistics records. Must have experience in preparation of meeting agendas, resolutions, ordinances, minutes, OPRA, financial disclosure process, records management, and all other statutory duties of the municipal clerk pursuant to N.J.S.A. 40A:9-133. The candidate should be computer proficient, be able to manage multiple tasks, and must be customer service oriented and able to establish and maintain a pleasant, professional, and effective working relationship with employees, officials and the public. Salary commensurate with qualifications and experience. Applicants must submit a resume and cover letter to Borough Administrator Fred Confessore, at BA@boroughofeastnewark.com by no later than 4:00 PM, on Tuesday, December 20, 2022. The Borough reserves the right to interview candidates before the application deadline.