



## TOWNSHIP OF BELLEVILLE

152 WASHINGTON AVENUE  
BELLEVILLE, NEW JERSEY 07109  
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PHONE: (973) 450-3589

## EMPLOYMENT OPPORTUNITY

**TITLE: DEPUTY MUNICIPAL CLERK**

**CLOSING DATE: NOVEMBER 22, 2024**

### **Position Summary:**

Seeking a F/T Deputy Municipal Clerk to work under the direction of the Township Clerk and Township Manager, must have knowledge of the Municipal Clerk's Office including but not limited to responding to OPRA requests, elections, preparation of agendas, resolutions, ordinances, and meeting minutes, record management, issuing various permits and licenses and additional duties as required by Statute or Ordinance.

Candidates should possess excellent verbal, written, interpersonal, administrative, organizational, computer/technical and office skills. Must be dependable, self-motivated, able to multitask efficiently, maintain professionalism, and confidentially and attend night meetings. The ideal candidate shall have public sector experience, preferably in the Municipal Clerk's Office as well as taking, or have taken, Registered Municipal Clerk's classes for Certification. Registered Municipal Clerk (RMC) State Certification preferred or willing to obtain certification. Salary commensurate with qualifications, education, and experience.

Please send resume and cover letter to Michele Borges, 152 Washington Avenue, Belleville, NJ 07109 or email: [mborges@bellevillenj.org](mailto:mborges@bellevillenj.org) with the subject line "Deputy Municipal Clerk" by 11/22/24. The Township reserves the right to interview applicants as received and select a candidate prior to the closing date.

**The Township of Belleville is an Equal Opportunity Employer**