

Borough Clerk

The Borough Clerk performs all of the statutory duties pursuant to NJSA 40A:9-133. The Clerk is responsible for the following duties: coordinate and manage Council meetings, attend and record minutes of meetings, preparation of minutes, records management, administration of local elections, issuing a variety of local licenses and permits, OPRA, ordinances, resolutions, including interfacing with members of the public. Registered Municipal Clerk (RMC) certification required. Salary to be based on experience and qualifications. Send resume via email to jlayne@southrivernj.org no later than 4/13/18 or mail: 48 Washington St., South River, NJ 08882; 732.257.1999 ext. 120.