

Deputy Borough Clerk

Participates in the activities legally described by statute in the Clerk's Office. In the absence of the Clerk, performs the functions and duties of the Clerk. Assists the Borough Clerk in all activities of the Office. Attends Council Meetings, when directed by the Clerk. Oversees registration of residents to vote and supervises compilation of documents for election distribution. Accepts voter returns from poll workers. Arranges for return of provisional ballots and election materials to County Clerk and Board of Elections. Will serve as Planning Board/Zoning Adjustment Board Secretary. Receives planning and zoning applications. Manages escrow accounts. Assists in the maintenance of municipal files and records. **Must have 2 years of a college education or minimum of 2 years' experience in county or local government.** Position requires the candidate to become certified as a Registered Municipal Clerk. Salary to be based on experience and qualifications. Send resume via email to jlayne@southrivernj.org no later than 4/6/18 or mail: 48 Washington St., South River, NJ 08882; 732.257.1999 ext. 120.