

Title: Borough of Metuchen, NJ
Middlesex County

Email: Mperilstein@metuchen.org

Immediate Opening

Municipal Clerk Position:

The Borough of Metuchen, NJ, Middlesex County is seeking a full time Municipal Clerk. Qualified candidates must have excellent communications, clerical, strong organization and computer skills, including proficiency in Microsoft Word and Excel. Registered Municipal Clerk Certification (RMC) is required along with a minimum of 3 years NJ local government experience. Certified Municipal Registrar Certification (CMR) license preferred, but not required. Applicants must have the ability to interact well with the public and will be responsible for attendance at all Council Meetings, preparation of agendas and minutes, processing of OPRA requests, licensing, records management & conduction of elections and all other duties specified by the State of NJ for clerk licensing. Candidate must be self-motivated, able to multi-task and complete tasks in a timely manner. Salary commensurate with experience and qualifications.

Please forward resume, list of references and salary requirements to the attention of:

Melissa Perilstein, Borough Administrator

mperilstein@metuchen.org

or

500 Main Street

Metuchen, NJ 08840

Applications must be received no later than April 15, 2021.

The Borough of Metuchen is an Equal Opportunity Employer. We consider applications for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion, or any other legally protected status.