

Title: City of Bordentown – Burlington County

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Dept./Org: Municipal Clerk's Office

Job Type: Deputy Municipal Clerk

The City of Bordentown is seeking a full time Deputy City Clerk to provide direct assistance and support to the City Clerk; RMC certification or a commitment to obtaining the RMC license as well as municipal experience is preferred. The Deputy Clerk will be tasked with attending commission meetings and elections in the absence of the City Clerk; preparation of resolutions, agendas and correspondence; daily interaction with the public and other agencies conducted in a professional manner; appropriate telephone skills, organizational skills, typing, computer proficiency in Microsoft Office; Edmunds Financial Program is helpful. The City is looking for an individual with a high degree of responsibility, confidentiality, mature judgment, excellent attendance, flexibility and dedication to the municipality. Requirements include a high school diploma/GED and solid knowledge of municipal government.

Salary negotiable dependent upon job skills and experience. Excellent benefits package; NJ State Pension and member of NJ State Health Benefits Program. The City of Bordentown is an Equal Opportunity Employer.

Submit employment applications and resume to: Grace I. Archer, RMC, City Clerk, 324 Farnsworth Avenue, Bordentown, NJ 08505 no later than Friday, October 12, 2018 or e-mail to [btownch@cityofbordentown.com](mailto:btownch@cityofbordentown.com). Applications are available online at [www.cityofbordentown.com](http://www.cityofbordentown.com) under the "Administration" tab, "Employment".