



City of Burlington

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NOTICE OF JOB VACANCY

Title: Deputy Municipal Clerk (Unclassified) **Title Code:** 01509
Location: City of Burlington, New Jersey **Closing Date:** N/A
Position: Full-time (Temporary)

Under direction of the Municipal Clerk on a regular and recurring basis, plans, organizes, manages, and coordinates the various activities of the office in accord with state and local laws, rules, regulations, and policies; may take and transcribe stenography; does other related duties. Successful candidate must be highly self-motivated, with excellent communication, interpersonal, and organizational skills, and have the ability to multitask efficiently. Must be computer proficient and experienced with municipal software programs. Position requires ability to assist the Municipal Clerk with all statutory duties, including but not limited to; preparation of agendas, resolutions, minutes, ordinances, public record requests, issuing various permits and licenses, records management, attendance at Council meetings and elections. Evening meetings and occasional Saturdays required. Must have ability to maintain professionalism, confidentiality and be customer service oriented. Must be able to effectively manage and meet multiple deadlines, and interface effectively with the Governing Body, Administrator and other Department Heads, residents, employees, volunteers, business owners and professionals.

KNOWLEDGE AND ABILITIES: Knowledge of state and local laws, rules, regulations, policies, and procedures that apply to the administration of municipal affairs. Knowledge of methods and procedures used to prepare a municipality for an election. Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations. Ability to maintain the minutes of the governing body. Ability to take and transcribe dictation. Ability to process, record, and file resolutions. Ability to administer and record oaths of office. Ability to issue licenses and collect and record fees. Ability to purchase supplies and equipment. Ability to answer and/or direct correspondence and inquiries for action to various municipal departments.

REQUIREMENTS:

Education: Graduation from High School or possession of an approved High School Equivalency Certificate.

Experience: Four (4) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems/procedures.

Residency Requirements: Effective 9/1/11, NJ PL 70 (NJ First Act) requires all State and Local government employees to reside in New Jersey unless exempted under the law.

If interested, please submit a cover letter, resume, and three (3) professional references to Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016, or email them to Zoraida Pagan at zpagan@burlingtonnj.us No phone calls please.

The City of Burlington is an **Equal Opportunity Employer**.