



BERNARDS TOWNSHIP JOB POSTING

POSTING DATE: February 6, 2012

APPLICATION DEADLINE: February 16, 2012 or until filled

DATE POSITION WILL BECOME AVAILABLE: Immediately

POSITION: Assistant to the Municipal Clerk

POSITION TYPE: Regular Seasonal Temporary

DEPARTMENT: CLERK'S OFFICE

POSITION REPORTS TO: MUNICIPAL CLERK

HOURS/WEEK: 40

OVERTIME STATUS: NON-EXEMPT (eligible for O/T)

GRADE LEVEL: 4 UNION REPRESENTATION: Not Applicable

PRINCIPAL DUTIES: Under general supervision of the Municipal Clerk, assist in the day-to-day statutory responsibilities of the Clerk's Office which includes Records Management, Licensing, and Elections, acting as Corporate Secretary and Secretary to the Governing Body in the temporary absence or disability of the Municipal Clerk. Perform responsible administrative and skilled clerical work. Individuals in the position are highly visible in that their physical location, at most times, is at the township's Information Desk. Individuals holding this position must possess broad organization knowledge of Bernards Township.

REQUIREMENTS:

Under general supervision, assists in the day-to-day statutory responsibility of the Municipal Clerk which includes Records Management, Licensing, and Elections, acting as Corporate Secretary and Secretary to the Governing Body. This role will have a variety of responsibilities, including a combination of the following areas, as assigned:

Records Management: The Municipal Clerk is designated as the Township Records Custodian. This function includes the responsibility of adherence to, and recommendations for changes to, the Township's Records Management and Business Continuity Plans.

Licensing: Accept, process, prepare reports and keep databases updated for various types of licenses and permits.

Elections: Assist with all aspects of elections which are the responsibility of the Municipal Clerk

Corporate Secretary: Assist in all aspects of the Municipal Clerk's responsibilities as the Corporate Secretary

Secretary to Governing Body: Assist in all aspects of Municipal Clerk's responsibilities as the Secretary to the Governing Body.

Other Duties as Assigned.

EDUCATION & EXPERIENCE: Any combination of education and experience equivalent to graduation from high school and extensive office experience including strong records management skills Associates Degree preferred, but not required.

Special Requirements: RMC certification from the State of New Jersey is required, or incumbents must obtain certification within 24 months of appointment, Notary Public Certificate, Valid NJ Driver's license.

CONTACT: Send resume, cover letter and salary requirements to employment@bernards.org or fax to 908.204.3015.

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.

Equal Opportunity Employer