

WATERFORD TOWNSHIP DEPUTY CLERK/REGISTRAR POSITION – Part Time Confidential Administrative position, available within the Municipal Clerk/Registrar Office. The ideal candidate will possess excellent verbal communication, administrative and organizational skills; be a self-motivated, independent worker familiar with the daily operations of the Clerk's office and a thorough knowledge of Microsoft, Edmunds, EDRS, VIP and other State programs. RMC and CMR Certifications with previous Municipal Clerks experience preferred, however not required. Duties include, but are not limited to, transcribing Committee minutes; issuing various permits and licenses; receive, track and assist with OPRA responses; clerical work such as filing, phone reception, mail distribution, and various types of correspondence; Must be comfortable speaking to people and able to multi-task. The Deputy Clerk will perform all statutory duties of the Municipal Registrar; and will be responsible to assume duties and authority of the Municipal Clerk when not present. Salary commensurate with qualifications. Cover letter and resume should be sent to: Township of Waterford, Attn: Susan Danson Twp. Administrator, 2131 Auburn Ave, Atco, NJ 08004. Resumes will be accepted and reviewed until position has been filled.