

## DEPUTY MUNICIPAL CLERK – STRATFORD BOROUGH

Seeking a full time Deputy Municipal Clerk. The borough is accepting resume/cover letter/references to Borough Administrator [johnkeen@stratfordnj.org](mailto:johnkeen@stratfordnj.org) Job hours are Monday-Friday 9-5 with 1 hour lunch. Knowledge of the functions of the Clerk's office including ORPA requests, elections, after hour meetings with Council, preparation for meetings, meeting minutes, interaction with Borough Professionals, residents, etc. MUST HAVE Municipal/Government experience. Salary will be determined based on qualifications and experience. Candidates should possess excellent verbal, written, interpersonal, administrative, organizational, and computer/tech skills. Must be self-motivated, able to multitask and complete tasks in a timely manner. Having the Registered Municipal Clerk (RMC) certification is helpful. EOE