

MUNICIPAL CLERK – STRATFORD BOROUGH

Seeking a full time RMC. The borough is accepting resume/cover letter/references until Friday, March 29 to Borough Administrator johnkeenan@stratfordnj.org Job hours are Monday-Friday 9-5.

Knowledge of the functions of the Clerk's office including ORPA requests, elections, after hour meetings with Council, meeting minutes, interaction with Borough Professionals, residents, etc. MUST HAVE Municipal 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.