

Deputy Municipal Clerk

Definition:

The Deputy Municipal Clerk acts as secretary to the Township Council, is a custodian of municipal records, and plans and coordinates office activities in accord with state/local laws, rules, regulations and policies for the Township of Piscataway under direction from the Municipal Clerk.

Qualifications:

The following shall be considered the minimum qualifications for this position.

1. Graduation from an approved high school or technical school or have the practical or technical equivalent.
2. Three (3) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems/procedures.
3. Successful completion of all courses/class related to the position of municipal clerk, as well as any other classes as directed by the Township, including but not limited to the following courses (which shall be completed in the order presented):
 - Introduction to the Duties of the Municipal Clerk;
 - Advanced Duties of the Municipal Clerk;
 - Local Election Administration;
 - Municipal Finance Administration for Municipal Clerks;
 - Information and Records Management; and,
 - Municipal Clerk Review.

To the extent that the person employed in this position at the time of appointment has not taken the aforementioned classes, those classes must be completed within the first 18-month of employment (subject to availability of those courses within that period of time).

4. Successful completion of New Jersey State Municipal Clerk's Exam within two years of appointment (subject to the availability of exam schedule).

Knowledge, Skills, Abilities and Other:

1. Knowledge of state/local laws, rules, regulations, policies, and procedures that apply to the administration of municipal affairs.
2. Knowledge of procedures used in preparing a municipality for an election.
3. Ability to answer inquires and provide accurate, detailed information to citizens and others.
4. Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
5. Ability to maintain minutes of the governing body.
6. Ability to process, record, and file resolutions.
7. Ability to administer and record oaths of office.
8. Ability to direct correspondence and inquiries for action to various municipal departments.
9. Ability to conduct business with other municipal departments as directed by the governing body.
10. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
11. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
12. Ability to meet and deal with the public in a pleasant, courteous and efficient manner.

13. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Examples of Work:

A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

- Performs all duties of the Municipal Clerk in his/her absence
- Attends all council meetings and prepare the minutes and records of the proceedings in absence of Municipal Clerk
- Prepares agendas of all Township Council meetings in absence of Municipal Clerk
- Provides secretarial services to the Council members
- Receives and transmits all communication to or on behalf of the Township Council
- Assists the Municipal Clerk with elections, including processing voter registration forms
- Performs all functions required of municipal clerks by law and ordinance pertaining to bingo and raffle licensing
- Processes applications and issues various licenses such as cat, dog, peddlers, solicitors, taxi, wreckers, limousine, liquor, amusements, bingo, raffles, etc.
- Maintains docket of licenses and applications received.
- Prepares annual report and files with the Legalized Games of Chance Control Commission
- Sorts and distributes municipal mail on occasion
- Maintains the register of certified, registered and special mail
- Maintains cash ledger book of fees received in the Clerk's Office
- Deposits fees and prepares monthly report of the Clerk's Account
- Answers telephone and assists the public with requests for information
- Provides Notary services
- Performs other office duties
- Perform all duties assigned by the Municipal Clerk