

## **Municipal Clerk**

### **Definition:**

The 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 Township Council.

### **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. Certification as a registered Municipal Clerk from the state of New Jersey. Certificates must be renewed every two (2) years.
3. Four (4) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems/procedures, two (2) years of which shall have been in a supervisory capacity.

### **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. Knowledge of methods used in checking/verifying payrolls.
4. Ability to give assignments/instructions to subordinates and supervise their work.
5. Ability to answer inquiries and provide accurate, detailed information to citizens and others.
6. Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
7. Ability to maintain minutes of the governing body.
8. Ability to process, record, and file resolutions.
9. Ability to administer and record oaths of office.
10. Ability to direct correspondence and inquiries for action to various municipal departments.
11. Ability to conduct business with other municipal departments as directed by the governing body.
12. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
13. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
14. Ability to meet and deal with the public in a pleasant, courteous and efficient manner.
15. 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.

- Attends all council meetings and keeps the minutes and records of the proceedings

- Serves as the custodian of records, official books, deeds, easements, papers and documents of the township
- Depository and custodian of all official surety bonds and performance bonds issued to the township
- Prepares agendas of all Township Council meetings
- Issue and deliver, all notices of meetings and back up material
- Informs council members of action by the Mayor with respect to any ordinance
- Provides secretarial services to the council members
- Compiles and preserves all ordinances and resolutions and arranges to have them codified in the Codification Book of the Township
- Publishes ordinances and other legal documents as required by law and maintains files for the required proof of publication
- Assures the municipal seal is affixed to all legal documents
- Administers the oaths of office to township officials
- Receives and transmits all communication to or on behalf of the Township Council
- Serves as the Assessment Search Officer for the township
- Receives all fees as authorized by the township council
- Performs all functions required of municipal clerks in conducting elections
- Performs all functions required of municipal clerks by law and ordinance pertaining to bingo and raffle licensing
- Processes application and issues various licenses such as cat, dog, peddlers, solicitors, taxi, wreckers, limousine, liquor, amusements, bingo, raffles, etc.
- Responsible for distribution and forwarding to the state the financial disclosure statements from township officials
- Processes all requisitions and purchase orders for the township council, municipal clerk and township attorney
- Processes payroll for the clerk's office
- Sorts and distributes municipal mail on occasion
- Maintains the register of certified, registered and special mail
- Answers telephone and assists the public with requests for information
- Provides Notary services
- Performs other office duties