

# **TOWNSHIP OF SCOTCH PLAINS**

## **MUNICIPAL CLERK'S OFFICE**

The Township of Scotch Plains seeks a full-time "Clerk 1" to assist the Municipal Clerk fulfill the core duties of the Municipal Clerk's Office. "Clerk 1" is a classified, entry level NJ Civil Service title.

Duties include, but are not limited to: manage Open Public Records Act (OPRA) requests; process, retrieve records, file and when necessary, assist with Vital Statistics, advertise ordinances, resolutions and the municipal budget; post public notices; process liquor license and other types of license applications; attend evening Township Council meetings and/or similar meetings; prepare meeting agendas and meeting minutes; assist with NJ annual election cycles; and perform other duties as assigned by the Municipal Clerk.

Candidates should have excellent written and oral communication skills, strong customer service skills, and computer proficiency with particular experience using Microsoft Word and Outlook. New Jersey residency is required. Annual salary range \$40,000-\$50,000; plus benefits package. Non-union position. Interested applicants should send a cover letter, resume and references to Bozena Lacina, RMC, Municipal Clerk, 430 Park Avenue, Scotch Plains, NJ 07076 or by emailing same to [blacina@scotchplainsnj.com](mailto:blacina@scotchplainsnj.com).

The Township of Scotch Plains is an Equal Opportunity Employer.

*Persons with mental or physical disabilities are eligible, as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made, because it would cause the employer undue hardship, such persons may not be eligible.*