

DEPUTY BOROUGH CLERK/ALTERNATE DEPUTY REGISTRAR – PART-TIME

The Borough of Far Hills is seeking a part-time Deputy Borough Clerk/Alternate Deputy Registrar. Duties include agenda and meeting preparation, licensing, processing OPRA requests, records management, vital statistics document issuance and general clerical responsibilities. Reporting to the Borough Clerk, this position requires an individual who is well organized, detail oriented and has an energetic roll-up your sleeves can-do attitude. Proficiency in Microsoft Office Outlook, Word and Excel is a must. Registered Municipal Clerk (RMC) and Certified Municipal Registrar (CMR) certifications are a plus. Willingness to cover monthly evening meetings as needed. Salary is commensurate with qualifications and experience. Flexible work schedule. The Borough of Far Hills is an Equal Opportunity Employer.

Please submit cover letter and resume with “Deputy Borough Clerk Position” in the subject line to the Borough Clerk at DHICKS@FARHILLSNJ.ORG

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