

City of Burlington  
Department of Administration



**JOB POSTING – Open to the Public**

**DEPUTY MUNICIPAL CLERK**

**FULL-TIME POSITION**

**Salary Range: \$46,248 - \$67,319** (*Salary is commensurate with qualifications and experience*)

**Position:** Full-Time

*This position offers paid time off and health benefits.*

Under direction of the Municipal Clerk on a regular and recurring basis, plans, organizes, manages, and coordinates the various activities of the office in accord with state and local laws, rules, regulations, and policies; may take and transcribe stenography; does other related duties.

Successful candidate must be highly self-motivated, with excellent communication, interpersonal, and organizational skills, and have the ability to multitask efficiently. Must be computer proficient. Position requires ability to assist the Municipal Clerk with all statutory duties, including but not limited to; preparation of agendas, resolutions, minutes, ordinances, public record requests, issuing various permits and licenses, records management, attendance at Council meetings and elections. Evening meetings and occasional Saturdays required. Must have ability to maintain professionalism, confidentiality and be customer service oriented. Must be able to effectively manage and meet multiple deadlines, and interface effectively with the Governing Body, Administrator and other Department Heads, residents, employees, volunteers, business owners and professionals.

**EXAMPLES OF WORK: NOTE:** *The examples of work for this title are for illustrative purposes only. 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.* Reviews records and correspondence to ensure completeness, accuracy, and timeliness. Prepares agendas for meetings of the governing body. Provides information for the preparation of the budget. Purchases supplies and equipment. Receives license applications, fees, and issues certain licenses. Registers and transfers voters. May take and transcribe dictation. Provides assignments and instructions to subordinates and supervises their work. For elections, prepares and distributes election equipment, materials, and supplies, and maintains records. Provides instructions to election officers. Receives election returns. Records bids for the purchase of equipment and supplies. Administers and records oaths of office. Directs correspondence and inquiries to various municipal departments for appropriate action. Prepares and records resolutions, ordinances, vouchers, and other municipal forms. Prepares minutes of the meetings of the governing body. Prepares reports for the public record. Prepares periodic reports of documents or licenses issued, cash receipts and accounts. May issue certified copies of birth, marriage, and death records. May issue burial, disinterment, and transit permits to morticians. In the absence of the municipal clerk, assumes duties,

responsibilities, and authority and may be authorized to act as the municipal clerk when the municipal clerk is not present.

**EDUCATION:** Graduation from High School or possession of an approved High School Equivalency Certificate.

**EXPERIENCE:** Four (4) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems/procedures.

**KNOWLEDGE AND ABILITIES:**

Knowledge of state and local laws, rules, regulations, policies, and procedures that apply to the administration of municipal affairs. Knowledge of methods and procedures used to prepare a municipality for an election. Ability to provide assignments and instructions to subordinates and supervise their work. Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations. Ability to maintain the minutes of the governing body. Ability to take and transcribe dictation. Ability to process, record, and file resolutions. Ability to administer and record oaths of office. Ability to interpret laws, rules and regulations and apply them to specific situations. Ability to issue licenses and collect and record fees. Ability to answer and/or direct correspondence and inquiries for action to various municipal departments. Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the unit. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

All employees of State and local government must reside in the State of New Jersey, unless exempted under the law.

**All employees of State and local government must reside in the State of New Jersey, unless exempted under the law. The City of Burlington is an Equal Opportunity Employer.**

If interested, please submit your resume to Zoraida Pagan at <a href="mailto:Zpagan@burlingtonnj.us">Zpagan@burlingtonnj.us</a> with subject line: Deputy Municipal Clerk
---