

DEPUTY MUNICIPAL CLERK/DEPUTY REGISTRAR – BOROUGH OF PAULSBORO, GLOUCESTER COUNTY is seeking a full-time Deputy Municipal Clerk/Deputy Registrar. Qualified candidates must have excellent communication, clerical, organizational and computer skills, especially Microsoft Word, Excel (Edmunds a plus), Artemis, POSSE, EDRS and Veri-NJ. Registered Municipal Clerk (RMC) and Certified Municipal Registrar (CMR) is strongly preferred. Applicant must have the ability to interact well with the public, assist in the daily operations of the office, including, but not limited to, council meetings (evening attendance), minutes, resolutions and ordinance preparation, drafts legal advertisements and meeting notices, processing of OPRA requests, permits and licensing, records management, maintaining the Municipal Code Book and assisting with elections. The Deputy Municipal Clerk/Deputy Registrar position will be required to perform all duties of the Municipal Clerk in her absence. Salary commensurate with experience and qualifications. EOE. Please send resume' salary requirements, references and cover letter to: Susan Jacobucci, Administrator, Borough of Paulsboro, 1211 Delaware Street, Paulsboro, NJ 08066 or sjacobucci@paulsboronj.org.