

MUNICIPAL CLERK – RARITAN BOROUGH (Somerset County) Successful candidate for the position must have minimum of three years of experience within Municipal Clerk's office, with a minimum one year in a supervisory capacity; detailed knowledge of state laws, rules, regulations, policies and procedures that apply to the administration of municipal government and Office of the Municipal Clerk, including OPRA, OPMA and elections; must possess strong interpersonal skills; excellent written and oral communication; intermediate computer skills; ability to multi-task; and have strong customer service skills to deal with the public in a professional manner. Registered Municipal Clerk certification required or the ability to obtain within two years. Certified Municipal Registrar accreditation and Bachelor's degree preferred. EOE. Please send cover letter, resume, references and salary history on or before the deadline of January 27, 2014 at 10:00 AM clearly labeled "Municipal Clerk Position" to the attention of Daniel Jaxel, Borough Administrator, Borough of Raritan, 22 First Street, Raritan, NJ 08869 or DJaxel@raritan-nj.org.