



West Amwell Township
150 Rocktown-Lamb. Road, Lambertville, New Jersey 08530-3203
(609) 397-2054 (609) 397-8634 FAX
www.westamwelltp.org

MUNICIPAL CLERK & REGISTRAR – FULL TIME – WEST AMWELL TOWNSHIP, Hunterdon

County. Interested applicants must possess a Registered Municipal Clerk Certification (RMC) and a Certified Municipal Registrar Certification (CMR) with at least three years' experience as either Municipal Clerk or Deputy Municipal Clerk. Responsibilities include but are not limited to all of the statutory duties pursuant to NJSA 40A:9-133 et. seq., e.g., preparation of agendas, ordinances, resolutions, and meeting minutes; administration of local elections; issue licenses and permits; process OPRA requests; assist with budget preparation; records retention management; and, administration of personnel-related functions. The applicant must be available to attend evening governing body meetings; possess solid interpersonal, communication, administrative, and computer/technology skills; and, be able to interact effectively with the public, government officials, volunteers and employees. Interested applicants may obtain an employment application at www.westamwelltp.org and submit with a cover letter, resume, reference letters, and copies of the NJ certifications to clerk@westamwelltp.org by December 8, 2017. Position open until filled. EOE