

BOROUGH OF NORTH PLAINFIELD

JOB DESCRIPTION

DEPUTY BOROUGH CLERK

DEFINITION

Under the direction of the Council President and the supervision of the Borough Clerk, performs the functions and duties of the Office of the Borough Clerk.

EXAMPLES OF WORK

Serves as office manager in the absence of the Clerk.

Attends Borough Council meetings when requested and attends Borough Council meetings and performs the Clerk's duties in the absence of the Clerk.

Transcribes, files and performs data entry of Borough Council Meeting minutes and resolutions in Word files.

At the direction of the Clerk, devises, disseminates and maintains Open Public Meetings Act (Sunshine Law) notices, annual and weekly meeting notices, and annual calendars of meetings of the Borough Council and Borough boards, committees and commissions.

Duplicates and distributes meeting agendas electronically and via U.S. Mail.

Accepts applications and prepares various permits and licenses.

Assists residents in registering to vote; assists Borough Clerk with elections.

Receives and answers inquiries from the public in person and/or by telephone.

Assists in working the public counter.

Types and files correspondence and other materials.

Serves as notary public.

Processes Assessment Search Certificates.

Processes and researches Certified List requests.

Assists in researching Open Public Records Act (OPRA) requests.

Performs related work as required.

## REPRESENTATIVE TASKS AND RESPONSIBILITIES

### Borough Council Meetings

- Assists Clerk with preparation of meeting agendas and resolutions
- Responsible for the conversion of all agendas, resolutions, ordinances, supporting documents to PDF files for the Council tablets
- Drafts meeting minutes for Clerk's review and signature

### Elections

- Assists residents with registering to vote and confirming voter registration
- Prepares election results spreadsheets for all elections
- Prepares the bags of materials for the district board workers
- Tallies election results

### Licenses and Permits (where applicable)

- Collects funds for permits
- Issues garage sale permits
- Responsible for issuance of all taxi owner, taxi driver and limousine licenses
- Issues outdoor sidewalk café licenses
- Issues coin operated amusement devices licenses
- Issues vendor/vending business licenses
- Issues motor vehicle sales licenses
- Issues certified lists – implemented use of computer-generated lists

### Boards, Committees, Commissions

- Prepares the annual list of Rosters and Openings for all Boards, Committees, Commissions

### Requisitions and Purchase Orders

- Processes requisitions and purchase orders for the following:
  - legal advertising
  - dues and membership fees
  - election costs
  - office supplies
  - Council meetings and subscriptions

### Records Management

- Prepares Disposition Requests for the destruction of all expired records with the State

### Financial Disclosure Statements

- Responsible for the creation of all electronic FDS rosters
- Updates FDS rosters annually
- Assists individuals with filing

## QUALIFICATIONS

### Experience

Skilled keyboarding, expertise with current Microsoft Word, Excel, Edmunds System and internet on-line conventions are essential. At least five (5) years of experience in a Municipal Clerk's office is preferred but not required. Registered Municipal Clerk (RMC) status is preferred.

### Knowledge, Skills, Abilities

Ability to read, write, speak and understand English sufficiently to perform the duties of this position is essential. A second language in Spanish is preferred but not required.

Ability to attain and/or maintain Registered Municipal Clerk (RMC) status.

Knowledge of public sector office practices and procedures.

Ability to supervise the activities of the Borough Clerk's office in the absence of the Clerk.

Ability to operate and routinely maintain standard office equipment including copier, FAX, personal computers and peripherals.

Ability to operate and routinely maintain sound recording equipment as required for meetings of the governing body, boards, committees and commissions.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, volunteers and general public.

The successful candidate will be permitted to work remotely upon arrangement with the Borough.

Salary Range

Salary range: \$30,000-75,000 per Borough Ordinance, commensurate with experience.

Submit Resume To:

By mail to Council President Frank Stabile, 263 Somerset Street, North Plainfield 07060;

By facsimile to Council President Frank Stabile, facsimile number (908) 769-6499;

By Email to Council President Frank Stabile at [fstabile@npmail.org](mailto:fstabile@npmail.org).

**Resume must be received no later than 4:00pm close of business on Monday, June 6, 2022.**