

MUNICIPAL CLERK/REGISTRAR-HOPEWELL TOWNSHIP, CUMBERLAND COUNTY.

HOPEWELL TOWNSHIP (Cumberland County) is seeking an individual with strong communication skills, interpersonal, and organizational skills to fill full-time position as Registered Municipal Clerk (RMC) and Certified Municipal Registrar (CMR). RMC and CMR certification with experience a plus but not required. Will also be required to process dog licenses, OPRA requests, typing reports, ordinances, resolutions, and all duties that are required by statutes, by-laws or municipal ordinances. Must be able to work independently, with knowledge of website maintenance a plus. Willingness to attend classes for Municipal Clerk and Registrar Certification is required. Application can be found on the website at www.hopewelltpw-nj.com by clicking on "Departments", and "Employment Opportunities". Interviews and testing will begin the week of November 15, 2021. Anticipated start date is week of December 6, 2021. Qualified applicants please send cover letter, completed application, resume, copy of any certifications no later than Monday, November 8, 2021 to: Leo Selb, Township Administrator, via e-mail at admin@hopewelltpw-nj.com or US mail to: Hopewell Township, 590 Shiloh Pike, Bridgeton, NJ 08302. Salary and compensation to be commensurate with experience and qualifications. Township reserves the right to fill the position before November 8, 2021. Please NO PHONE CALLS.