

**TOWNSHIP OF GREENWICH
PUBLIC NOTICE**

Due to retirement the position of a part-time REGISTERED MUNICIPAL CLERK for the Township of Greenwich is being sought. Said position will be available on December 31, 2026

Under direction, acts as secretary to the governing body and custodian of municipal records; plans and coordinates office activities in accord with state/local laws, rules, regulations, and policies; does other related duties as required.

Acts as secretary to the governing body and custodian of municipal records.

Establishes uniform correspondence and filing procedures.

Prepares meeting agendas and minutes for the governing body.

Attends meetings of the governing body

Receives license applications/fees, and issues

Registers and transfers voters.

Makes searches and issues search certificates.

Atelections, prepares and distributes election equipment, materials, and supplies.

Serves as chief registrar of voters in the municipality.

Swears in election officers.

Gives instructions to election officers.

Receives election returns.

Keeps election personnel records.

Prepares necessary checks.

Records and files the municipal budget.

Records bids for the purchase of equipment/supplies.

Administers and records oaths of office.

Directs correspondence and inquiries to various municipal departments for appropriate action.

Prepares and records resolutions, ordinances, vouchers, and other municipal forms.

Prepares official reports for the purpose of public record.

Arranges for and conducts public elections, and serves as chief administrative officer in municipal elections.

May issue burial, disinterment, and transit permits to morticians.

Establishes and maintains an extensive record and filing system.

REQUIREMENTS:

All appointees to this position **must possess** a current Registered Municipal Clerk License issued by the New Jersey Department of Community Affairs, Division of Local Government Services
All applicants must be 21 years of age, a United States citizen, and meet the requirements listed below.

EDUCATION:

Graduation from High School or possession of an approved High School Equivalency Certificate, supplemented by completion of sixty (60) semester hour credits from an approved college or university.

EXPERIENCE:

Four (4) years of Registered Municipal Clerk experience

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position. Must possess a Registered Municipal Clerk's License.

KNOWLEDGE AND ABILITIES:

Knowledge of state/local laws, rules, regulations, policies, and procedures that apply to the administration of municipal affairs.

Knowledge of procedures used in preparing a municipality for an election.

Ability to answer inquiries and provide accurate, detailed information to citizens and others.

Ability to process, record, and file resolutions.

Ability to administer and record oaths of office.

Ability to issue licenses.

Ability to conduct business with other municipal departments as directed by the governing body.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Submittal of Resumes

Resumes will only be accepted via email to clerk@historicgreenwichnj.org.
02Deadline for submission is August 10,2026. If you should have any questions please do not hesitate to call Lisa Garrison, Township Clerk, at 856-300-8252 or via email at clerk@historicgreenwichnj.org.

Greenwich Township is an Equal Opportunity Employer