

Borough of Lodi – Job Opening Announcement

Job Title:	Deputy Municipal Clerk	Position:	Full-Time
Department:	Borough Clerk	Shift:	Full – Time Business Hours
Date Posted:	February 20, 2024	Salary:	DOQ Salary \$45,000 to \$65,000
Post Expires:	When position is filled		

Application Process:

VIA OUR WEBSITE:

WWW.LODI-NJ.ORG/P/EMPLOYMENT

**ALL QUALIFIED APPLICANTS
WILL BE SUBJECT TO
BACKGROUND CHECKS**

Job Description

THE BOROUGH OF LODI IS CURRENTLY SEEKING A QUALIFIED INDIVIDUAL TO SERVE AS THE DEPUTY MUNICIPAL CLERK. SALARY: DOQ (INCENTIVE COMPENSATION AVAILABLE FOR REACHING MILESTONES ASSOCIATED WITH OBTAINING RMC LICENSE). THE INDIVIDUAL SELECTED FOR THE POSITION SHALL BE CAPABLE OF ACCURATELY PROCESSING VARIOUS TYPES OF LICENSE APPLICATIONS IN ACCORDANCE WITH STATE STATUTES AND/OR BOROUGH ORDINANCES; EFFECTIVELY TRACK OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS AND ENSURE RESPONSES ARE PROVIDED IN A TIMELY MANNER; PREPARE MINUTES OF EACH BOROUGH COUNCIL MEETING; ASSIST THE MUNICIPAL CLERK ON DESIGNATED PRIMARY ELECTION, GENERAL ELECTION AND ANY OTHER SPECIAL ELECTIONS DAYS; PROVIDE EXCEPTIONAL CUSTOMER SERVICE AND ALWAYS INTERACT WITH MEMBERS OF THE PUBLIC, MANAGEMENT AND FELLOW EMPLOYEES IN A POLITE, COURTEOUS AND PROFESSIONAL MANNER; AND PERFORM THE DUTIES OF THE MUNICIPAL CLERK WHEN CLERK IS OUT OF THE OFFICE. THE IDEAL CANDIDATE SHALL HAVE A HIGH SCHOOL DIPLOMA WITH COLLEGE EXPERIENCE PREFERRED, EXPERIENCE AS A DEPUTY MUNICIPAL CLERK OR ATTENDED CLASSES TOWARDS RMC CERTIFICATION PREFERRED, WILLINGNESS TO PURSUE RMC CERTIFICATION. ABILITY TO ATTEND APPROXIMATELY TWO NIGHT MEETINGS EACH MONTH. CANDIDATE SHOULD ALSO HAVE STRONG VERBAL AND WRITTEN COMMUNICATION SKILLS AS WELL AS STRONG SKILLS IN MICROSOFT OFFICE.

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 THE ESSENTIAL DUTIES OF THE POSITION.

INTERESTED PARTIES APPLY BY SUBMITTING AN APPLICATION ALONG WITH A COVER LETTER & RESUME. MUST BE EMAILED DIRECTLY TO BOTH: MUNICIPAL MANAGER MARC N. SCHRIEKS - MSCHRIEKS@LODI-NJ.ORG & EXECUTIVE ASSISTANT NORMA MORRISON - NMORRISON@LODI-NJ.ORG ON OR BEFORE MONDAY, MARCH 04, 2024. THE BOROUGH OF LODI IS AN EQUAL OPPORTUNITY EMPLOYER.