

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **MUNICIPAL CLERK**  
DEPARTMENT: **ADMINISTRATION**  
UNION: **NO**  
FLSA STATUS: **EXEMPT** (*Executive*)

**SUPERVISION:**

Reports to: Township Committee and/or designee  
Position Titles Supervised: Deputy Municipal Clerk, Clerical staff

**POSITION QUALIFICATIONS:**

Education Required: Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field; and/or  
Experience Required: Four (4) years of increasingly responsible related experience or any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

Must possess Registered Municipal Clerk Certification

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Working knowledge of the principles and practices of modern public administration;
- Working knowledge of modern records management techniques;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position;
- Ability to interpret documents and procedure manuals;
- Ability to direct and train office staff in essential departmental functions;
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

**POSITION SUMMARY:**

Maintains all minutes, ordinances, resolutions, codification, correspondence and public records not otherwise required to be kept by another department.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

**EQUIPMENT:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

Acts as secretary to the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts and archival records of the municipality. The governing body may, however, provide by ordinance that any other specific officer shall have custody of any specific other class of records.

Acts as secretary to the governing body, prepares meeting agendas at the discretion of the governing body or designee; present at all meetings of the governing body; keeps a journal of the proceeding of every meeting, retain the original copies of all ordinances and resolutions and records the minutes of every meeting.

Serves as the chief administrative officer in the elections held in the municipality, subject to the requirements of Title 19 of the Revised Statutes.

Serves as the chief registrar of voters in the municipality, subject to the requirements of Title 19 of the Revised Statutes.

Serves as the administrative officer responsible for the acceptance of applications for licenses and permits and the issuance of licenses and permits, except where statute of municipal ordinance has delegated that responsibility to some other municipal officer.

Serves as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes.

Performs such other duties as are now or hereafter imposed by statute, regulation or by municipal ordinance or regulation.

Responsible for all legal advertising.

Receives and maintains all public bids.

Land Sales: Oversees entire process from receipt of request to recording of deed. This includes determining whether it required public or private sale.

Certifies to financial institutions the existence/non-existence of Municipal Improvement Assessment ordinances.

Receives payment of fees required for a variety of municipal services, including but not limited to Notary Public services, sale of maps.

Secures information on new and/or proposed legislation that affects the municipality and provides same to Township Committee, Administrator, Solicitor, any other appropriate municipal official.

Prepares, in connection with the Administrator, all agendas; copies and distributes same to news media, Township Committee, Administrator, Solicitor, Engineer and the public.

Prepares a departmental budget annually.

Maintains a daily cash receipts ledger, deposits funds received, disburses funds to required agencies at the end of each month and reconciles account.

Received and maintains all performance guarantees; accepts all legal notices.

Prepares non-technical ordinances and resolutions for Township Committee approval/adoption.

Certifies proofs of compliance with applicable laws to Department of Community Affairs, Bond Counsel, and/or other State, County or Federal agencies.

### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:** Edward Sasdelli, Administrator  
**Revised:** September, 2010  
**Effective Date:** 09/29/10

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **DEPUTY MUNICIPAL CLERK**  
DEPARTMENT: **ADMINISTRATION**  
UNION: **NO**  
FLSA STATUS: **EXEMPT** (*Administrative*)

**SUPERVISION:**

Reports to: Municipal Clerk  
Position Titles Supervised: Clerical staff, may exercise supervision over clerical, temporary or other staff, as assigned.

**POSITION QUALIFICATIONS:**

Education Required: Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field; and/or  
Experience Required: Two (2) years of increasingly responsible related experience or any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

Registered Municipal Clerk Certification preferred or must be able to obtain certification within one (1) year

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Working knowledge of the principles and practices of modern public administration;
- Working knowledge of modern records management techniques;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position;
- Ability to interpret documents and procedure manuals;
- Ability to direct and train office staff in essential departmental functions;
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

**POSITION SUMMARY:**

Provides a variety of routine and complex clerical, administrative and technical work in the administration of the municipality.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

**EQUIPMENT:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

Performs all duties of the Municipal Clerk in the absence of the Clerk. Assists in all daily operations and functions of the Municipal Clerk's Office.

Issues a variety of municipal licenses and permits that are obtained through the Clerk.

Receives and responds to or redirects complaints from the public. Answers general questions from public regarding ordinances, licenses, permits, etc.

Attends meetings of the Township Committee in the absence of the Clerk. Performs all duties of the Clerk related thereto.

Prepares correspondence as directed by the Clerk or as needed to fulfill the responsibilities of the position.

Assists Clerk with municipal election.

Notarizes documents for Municipal officers and general public.

Responsible for coordinating rabies clinic: setting up of dates, time, location and notification to public.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Attends seminars and workshops related to Municipal Clerk duties and responsibilities.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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