P/T ACTING DEPUTY BOROUGH CLERK – WALLINGTON BOROUGH

The Borough of Wallington is seeking interested applicants for the part time position of Acting Deputy Municipal Clerk. The Acting Deputy Municipal Clerk shall be responsible to the Borough Administrator due to the suspension of the Municipal Clerk. The candidate will be responsible for all regular statutory duties and to fulfill all duties of the Municipal Clerk during their absence. Duties include but are not limited to agenda and minute preparation, election responsibilities, records management, response to public records requests, licensing responsibilities, and attendance at Council meetings as required. The applicant must possess excellent written and oral communication skills, proficiency in Word, Excel and Outlook, and strong customer service skills. The position requires 20 hours per week and attendance at the Council meetings. Salary is commensurate with experience. Please submit cover letter with resume and salary requirements to Hector Olmo, Borough Administrator, electronically to holmo@wallingtonnj.org by Tuesday, July 26, 2019. The Borough reserves the right to conduct interviews prior to the deadline as qualified candidates are identified. The Borough is an Equal Opportunity Employer.