

MUNICIPAL CLERK AND REGISTRAR – FULL TIME – KINGWOOD TOWNSHIP –

Interested Applicants must possess a Registered Municipal Clerk Certification (RMC) and Certified Municipal Registrar Certification (CMR) or must be eligible for such within one year. Responsibilities include but are not limited to all of the statutory duties pursuant to NJSA 40A:9-133 et. seq., prepare agendas, meeting minutes, attend all meetings of the Governing Body, process OPRA requests, issue licenses and permits, the administration of elections, records management duties, and perform other assigned duties. Must have excellent communication skills and the ability to work cooperatively with elected officials, employees, volunteers and the public. Applicants may obtain an employment application at www.kingwoodtownship.com and submit with a cover letter of interest, resume with reference letters and copies of their NJ certifications to ckeller@kingwoodtownship.com by August 29, 2022.