

## BOROUGH OF WALDWICK CLERK I

Full-time Permanent Clerk I position, assisting the Borough Clerk. As the primary point of contact for the Borough, candidate must be an excellent communicator and ability to deal with public in a courteous and professional manner while handling several tasks simultaneously. Must have excellent organizational and follow-through skills. Duties will include but are not limited to processing and payments for animal licenses, park & ride permits, alarm and tenant registrations, raffle licensing, processing requisitions and general office duties. Responsible for maintaining a calendar for all Borough events including applications for use of Borough facilities and municipal pool registrations. Election responsibilities include attending training and preparation of polling locations as well as working extended hours on Election day for all elections in the Borough. Thorough working knowledge of Microsoft Word, Excel and Edmonds, and excellent typing skills required. Three to five years municipal experience preferred.

Excellent benefits, starting salary \$50,000 to \$60,000 depending on qualifications and experience.

Please send employee application, resume and cover letter to Steven Neale, Borough Administrator, 63 Franklin Turnpike, Waldwick, NJ 07463, or e-mail at [sneale@waldwicknj.gov](mailto:sneale@waldwicknj.gov) no later than November 8, 2024. Employee application can be found on the Borough's website [https://www.waldwicknj.gov/media/Forms Applications/Employment Application.pdf](https://www.waldwicknj.gov/media/Forms_Applications/Employment_Application.pdf)