

REGISTERED MUNICIPAL CLERK - BOROUGH OF TINTON FALLS, Monmouth County. F/T position. The Borough of Tinton Falls is seeking a full-time Registered Municipal Clerk (RMC) with a minimum of five (5) years experience as a Municipal Clerk preferred. Must be able to perform all statutory duties of Municipal Clerk and attend meetings of governing body. Position requires excellent organizational, writing, computer and interpersonal skills. Supervisory experience required. College degree preferred. Must have complete knowledge of; processing various licenses, OPRA, ordinances, resolutions, and all duties that are required by statute, regulation or municipal ordinance.

Salary Range: \$55,000 - \$70,000
DOQ plus excellent benefit package - EOE

Send resume, salary requirements & three (3) business references to:

Via Email: Donna Huy, Personnel
dhuy@tintonfalls.com

Or

US Mail: Donna Huy, Personnel
Borough of Tinton Falls
556 Tinton Avenue
Tinton Falls, NJ 07724

Resumes received by: August 16, 2010 NO PHONE CALLS PLEASE