

DEPUTY CLERK/DEPUTY REGISTRAR – FULL TIME EMPLOYEMENT OPPORTUNITY

Serious consideration will be given to qualified individuals with significant municipal experience. Completion of the Municipal Clerk certification courses preferred. Must possess ability to work with the public, good math skills, good office and computer skills, and the ability to learn specialized computer applications. Somers Point is an Equal Opportunity Employer, Civil Service, and hosts a non-profit hospital. Download and complete the job application found at this website and submit it along with a resume to Carol Degrassi, City Clerk, 1 W. New Jersey Avenue, Somers Point New Jersey or by email to cdegrassi@somerspointgov.org no later than 8/15/11.

Job Description:

**DEPUTY MUNICIPAL CLERK / DEPUTY REGISTRAR OF VITAL STATISTICS
(UNCLASSIFIED 01509)
Annual Salary Range: \$40,000 - \$55,000 depending on qualifications**

DEFINITION

Under direction of the Municipal Clerk / Registrar of Vital Statistics on a regular and recurring basis, plans, organizes, manages, and coordinates the various activities of the office in accord with state and local laws, rules, regulations, and policies; acts as Deputy to the Municipal Clerk as secretary to the governing body and custodian of municipal records; assists the Municipal Clerk / Registrar of Vital Statistics by keeping records of births, marriages, deaths, and communicable diseases in the municipality; may respond to inquiries and process clerical transactions for other functions of the organization; does related work as required.

NOTE: The examples of work are for illustrative purposes only. All duties performed on the job may not be listed.

EXAMPLES OF WORK:

Acts as Deputy to the Municipal Clerk as secretary to the governing body and custodian of municipal records.

Coordinates activities of clerical staff.

Analyzes, evaluates, and organizes office operations and procedures.

Revises office procedures and devises new forms to improve efficiency of workflow.

Establishes uniform correspondence and filing procedures.

Develops procedures for systematic retention, protection, retrieval, transfer, and disposal of records.

Reviews records and correspondence to ensure completeness, accuracy, and timeliness.

Prepares agendas for meetings of the governing body.

Provides information for the preparation of the budget.

Purchases supplies and equipment.

Receives license applications, fees, and issues certain licenses.

Registers and transfers voters.

May take and transcribe dictation.

Provides assignments and instructions to subordinates and supervises their work.

Reviews and verifies payrolls and claims.

Prepares checks.

Conducts searches and issues search certificates.

At elections, prepares and distributes election equipment, materials, and supplies, and maintains records.

Provides instructions to election officers.

Receives election returns.

Records and files the municipal budget.

Records bids for the purchase of equipment and supplies.

Administers and records oaths of office.

Directs correspondence and inquiries to various municipal departments for appropriate action.

Prepares and records resolutions, ordinances, vouchers, and other municipal forms.

Prepares minutes of the meetings of the governing body.

Prepares reports for the public record.

Prepares periodic reports of documents or licenses issued, cash receipts and accounts.

Establishes and maintains records and files.

In the absence of the municipal clerk, assumes duties, responsibilities, and authority and may be authorized to act as the municipal clerk when the municipal clerk is not present.

May assist in developing procedures for obtaining prompt and accurate reports of births, marriages, and deaths.

Passes on the certificates and other forms used in reporting births, marriages, and deaths.

Issues burial, disinterment, and transit permits to morticians.

Types documents from varied forms of copy.

Checks all certificates to see that they are properly filled out and completed.

Makes statistical compilations and organizes such calculations in the form of tables.

May issue various municipal licenses.

Collects fees and accounts for the monies collected.

Answers non-routine inquiries for information within the organization in accord with department policy and regulations.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Five (5) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems and procedures.

NOTE: Applicants may substitute college credits from an accredited college or university for the nonsupervisory work experience on the basis of thirty (30) semester hour credits being equal to one (1) year of experience.

CERTIFICATIONS:

Applicants should present proof of completion of the following courses offered through Rutgers, The State University or similar courses offered at a college or university certified by the Department of Higher Education: Introduction of the Duties of the Municipal Clerk, Advanced Duties of the Municipal Clerk, Local Election Administration, Information and Records Management, Municipal Finance Administration for Municipal Clerks. An appointee who has not completed the courses must do so within two (2) years of appointment.

Appointees must obtain a Certified Municipal Registrar (CMR) certificate issued by the Department of Health and Senior Services within six (6) months of appointment

LICENSE:

Appointees will be required to possess and maintain a driver's license valid in New Jersey.

KNOWLEDGE AND ABILITIES:

Knowledge of state and local laws, rules, regulations, policies, and procedures that apply to the administration of municipal affairs.

Knowledge of methods and procedures used to prepare a municipality for an election.

Knowledge of office methods and procedures.

Ability to provide assignments and instructions to subordinates and supervise their work.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain the minutes of the governing body.

Ability to take and transcribe dictation.

Ability to process, record, and file resolutions.

Ability to administer and record oaths of office.

Ability to interpret laws, rules and regulations and apply them to specific situations.

Ability to issue licenses and collect and record fees.

Ability to purchase supplies and equipment.

Ability to answer and/or direct correspondence and inquiries for action to various municipal departments.

Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the unit.

Knowledge of laws relating to the reporting and registration of births, marriages, and deaths after a period of training.

Knowledge of giving correct information to varied types of inquiries and of the statistical methods used in compiling sound, informative reports from the data collected.

Knowledge of the establishment and maintenance of a system of reports and records and general files over a long period of years.

Ability to analyze laws relating to the reporting and registration of births, marriages, and deaths and to apply them to specific cases.

Ability to type from varied forms of copy with speed, accuracy, and neatness.

Ability to establish a simple and efficacious system of records of births, marriages, and deaths.

Ability to handle correspondence with numerous and varied types of inquiries, and to devise suitable forms.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.