

Borough of Matawan

201 Broad Street

Matawan New Jersey 07747

(732) 566-3898

www.matawanborough.com



PUBLIC NOTICE

MATAWAN – FT DEPUTY BOROUGH CLERK – Matawan Borough, Monmouth County, is accepting applications for the full-time position of Deputy Borough Clerk. Position requires Registered Municipal Clerk (RMC) Certification or completion of RMC courses leading to RMC Certification within 2 to 3 years, government experience preferred, and have a Notary Public license or will apply for same. Qualified candidates must be self-motivated, able to multi-task, with excellent communication, computer, interpersonal, management skills and the ability to effectively interact with the public. Responsible for all aspects of office in accordance with N.J.S.A. 40A:9-133, the Code of the Borough of Matawan, and act in the absence of the Municipal Clerk. Salary is commensurate with experience. Interested candidates shall submit cover letter, resume with salary history, and professional references to Karen Wynne, Borough Clerk, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747 or e-mail: karen.wynne@matawanborough.com no later than 10:00 AM, April 21, 2023. The Borough reserves the right to conduct interviews prior to April 21, 2023 as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.