

# Borough of Matawan

201 Broad Street

Matawan New Jersey 07747

(732) 566-3898

[www.matawanborough.com](http://www.matawanborough.com)



## PUBLIC NOTICE

**MATAWAN – FT ASSISTANT TO THE BOROUGH CLERK AND RECEPTIONIST** – Matawan Borough, Monmouth County, is accepting applications for the position of full-time Assistant to the Borough Clerk and Receptionist. 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. Salary is commensurate with experience. Interested candidates shall submit cover letter, resume and professional references to Karen Wynne, Borough Clerk, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747 or e-mail: [karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com) no later than 10:00 AM, May 12, 2025. The Borough reserves the right to conduct interviews prior to May 12, 2025 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.