

City of South Amboy

JOB TITLE: Municipal Clerk

DEPARTMENT: Clerk

SALARY RANGE: \$50,000 - \$132,250

BENEFITS: Competitive benefits package including medical and dental coverage, life insurance, retirement plan and paid leave

DATE POSTED: August 21, 2025

CLOSING DATE: Until filled

JOB DESCRIPTION

The City of South Amboy is seeking an organized and experienced Registered Municipal Clerk (RMC). While adhering to various NJ statutes, the RMC will act upon the direction of the governing body and Administrator. The RMC shall be responsible for the duties as secretary to the governing body, election, and administrative official.

ESSENTIAL FUNCTIONS PERFORMED

- Act as Secretary to the Governing body and attend all Council meetings, record and keep minutes, prepare meeting agendas for Mayor and Council, advertise/record/ file/process/code/compile ordinances/budgets/audits
- Administer all oaths and affirmations, conduct business with other municipal staff as directed by the governing body
- Administer the provisions of the Municipal Code and the Municipal Land Use Law with reference to procedures as the administrative officer
- Serve as the Administrative Officer responsible for the acceptance of applications for licenses and permits and the issuance of licenses and permits
- Perform all functions required by NJ's Title 19 of the Revised Statutes and any other state law or municipal government ordinance e.g., register voters
- Certify vacancies existing on the local level
- Maintain receipt of nominated petitions and certification to the county clerk of local candidates nominated
- Act as secretary of the municipal corporation and custodian of the municipal seal and all minutes, books, deeds, bonds, contracts and archival records of the municipal corporation
- Serve as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes
- Exercise quasi-judicial authority in determining the validity of petitions
- Furnish materials for elections
- Advise county of polling places
- Maintain election results

- In accordance with state statute, appointed by the governing body for a term of three years
- Must be at least 21 years of age
- Certification as registered municipal clerk in New Jersey
- Citizen of the United States and of good moral character
- Requires a high school degree and at least two (2) years of education at an institution of higher education of recognized standing, or equivalent full-time experience on a year-for-year basis in federal, state, or local government in the performance of duties similar to those performed by a municipal clerk
- Other duties as assigned

LICENSE

- Registered New Jersey Municipal Clerk preferred; after the initial appointment, reappointment contingent upon the required course work and examination as set forth in NJSA 40A:9-133.2

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REQUIRED KNOWLEDGE & ABILITIES

- Office Suite (MS suite of options – PowerPoint, Excel, Word)
- Strong organizational, project management, and time management skills and experience
- Proactive self-starter with integrity, a strong work ethic, and sound judgment
- A positive attitude and commitment to working as a team player in a dynamic and fast-paced environment

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MINIMUM REQUIRED QUALIFICATIONS

- Four (4) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems/procedures
- At least two (2) years of supervisory and personnel management experience, office systems and management, records management, accounting and budgetary principals and election administration. Must satisfy employer paid physical, drug screen and criminal background check
- NJ residency required by N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- Pursuant to Federal Law, proof of US Citizenship or immigration status will be required upon hire

Qualified applicants should send resume to:

140 North Broadway * South Amboy, NJ 08879 * ATTN: City Clerk

Or email clerk@southamboynj.gov