

**DEPUTY MUNICIPAL CLERK – Mansfield Township, Burlington County, NJ** is looking for a full-time candidate with experience working in a Municipal Clerk’s Office. RMC courses are a plus, but not necessary, however, the position will require completion of these courses. Applicants must be well organized with independent judgment and capable of handling the diverse work load, including attendance at Committee meetings, along with, and in the absence of, the Municipal Clerk. Must be proficient in computer skills/software. Must be extremely well organized with independent judgment in order to plan, prioritize and organize a diversified workload. Needs to have accurate record keeping skills and the ability to provide stellar customer service to the public. Experience in responding to OPRA requests, taking and preparing meeting minutes, processing licenses and permits, handling payments, ordering supplies and general office duties. Salary is commensurate with experience.

Send cover letter, resume and salary requirements to: LINDA SEMUS, Municipal Clerk, Mansfield Township Municipal Complex, 3135 Route 206 South, Suite 1, Columbus, NJ 08022 or by e-mail to [clerk@mansfieldtwp-nj.com](mailto:clerk@mansfieldtwp-nj.com) Resume must be received no later than August 2, 2017.