

Township of Livingston JOB POSTING

DEPUTY TOWNSHIP CLERK

Clerk's Office

POSTING DATE: August 2017

APPLICATION DEADLINE: August 18, 2017

DATE POSITION WILL BECOME AVAILABLE: Immediately

CONTACT Interested candidates may submit a Township application, cover letter, resume, and salary requirement via the following:

E-mail (preferred):

to "employment@livingstonnj.org". Please include the position title in the subject line.

or

Fax:

(973) 992-7531

or

Mail:

Human Resources Dept.
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039

The Township of Livingston is an Equal Opportunity Employer.

TOWNSHIP OF  LIVINGSTON

JOB DESCRIPTION

JOB TITLE: DEPUTY TOWNSHIP CLERK
DEPARTMENT: Clerk's Office
REPORTS TO: Township Clerk
GRADE LEVEL: 9
STATUS: F/T, Regular
HOURS/WEEK: 35 hours/week

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. SUMMARY

The Deputy Clerk shall assist and be under the direction of the Municipal Clerk in the performance of his/her duties and shall perform such other duties as may be prescribed. In the absence or temporary disability of the Municipal Clerk, the Deputy Clerk shall perform the duties of the Municipal Clerk.

Performs responsible administrative and skilled clerical work in the preparation and maintenance of official municipal records. Work is performed under general supervision.

2. SUPERVISORY RESPONSIBILITIES

Supervises clerical staff within the department.

3. PHYSICAL DEMANDS AND WORKING CONDITIONS

Office Other – Explain: May be required to attend Township Council meetings and other meetings, which may be held in the evening and/or on weekends. Must attend all election events.

- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms. Frequently required to stand, walk, talk, hear, sit, and balance.
- Frequently must lift, move and carry up to 5 pounds and occasionally up to 20 pounds.

4. ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Performs all functions required by Municipal Clerks in the absence of the Clerk.
 - Assists the Municipal Clerk and acts in his/her absence as secretary to the governing body and custodian of municipal records.
 - May attend council meetings and record minutes as needed.
 - Coordinates and implements procedures for systematic retention, protection, retrieval, transfer and disposal of records.
 - Prepares meeting agendas for the governing body.
 - Maintains resolutions, ordinances and minutes in permanent files.
 - Maintains official index of resolutions and ordinances.
 - Prepares Ordinances for codification.
 - Registers voters and assists with election activities.
 - Furnishes information and assist public with various issues as needed.
 - Receives license and permit applications/fees, and issues licenses and permits.

- Ensures smooth operation of the Clerk's office and city government.
 - Purchases supplies for office.
 - Deposits all money received by the Clerk's office.
 - Maintains correspondence and files.
 - Directs correspondence and inquiries to various municipal departments for appropriate action.
 - Assists various municipal departments with miscellaneous requests.
 - Posts all agendas, resolutions, ordinances on bulletin board, internet and with official newspaper of Municipality.
 - Maintains vehicle lists and Certificate of Titles for all departments.
 - Prepares OSHA report annually-Insurance.
 - Prepares reports to State dealing with licenses issued, money received and other pertinent information.
 - Assists with any special projects/mailings as needed.

- Makes recommendations to Clerk regarding office procedure and staff improvements.
 - Implements new forms to improve efficiency of workflow.
 - Evaluates subordinate employee performance and makes recommendation regarding areas for improvement to Clerk on same.
 - Makes recommendation to Clerk regarding goals and objectives for self and for supporting staff.
 - Gives assignments/instructions to subordinates and supervises their work.
 - Supports Township policies and procedures.
 - Supports the Township's policies on Anti-harassment and discrimination and is a role model to staff regarding appropriate behavior in the workplace.
 - Performs additional duties as assigned by management.

5. KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the functions and organization of municipal government.
- General knowledge of the Township's code.
- Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques.
- Thorough knowledge of business English, spelling and arithmetic.
- Working knowledge of office computer use, specifically Windows XP, MS Office Suite (Word, Excel & Access) and the ability to learn new software.
- Attention to detail and accuracy is required.
- Ability to accurately track/handle/deposit money.

- Excellent verbal and written skills.
- Ability to perform and organize work independently.
- Ability to maintain confidentiality.
- Ability to multi-task.
- Pleasant phone voice and ability to work with the public in a positive and constructive manner.
- Knowledge of supervisory and training techniques and of the types of programs which may be utilized to promote staff development.
- Ability to express a willingness to assist others.
- Ability to evaluate and motivate subordinate staff.
- Excellent customer service skills.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective positive working relationships with co-workers, supervisors, officials, and the general public.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: Any combination of education and experience equivalent to graduation from high school and three years of office experience of a responsible nature. Associates Degree preferred, but not required.

Licensing &/or Certifications: RMC certification from the State of New Jersey is required or ability to obtain certification within a two year period from the date established by management.

Special Requirements: Requires a friendly personality and the ability to express a willingness to assist others. May require possession of a valid driver's license.