

Hampton Borough, Hunterdon County is seeking a part-time (Approx. 12 hrs. a week) assistant for the Municipal Clerk's Office. This position will require applicant to perform basic and general clerical functions, including but not limited to licensing, ordering of supplies, resident inquires, mail, daily deposits and general office duties, including vital statistics. General knowledge of Municipal Government preferred. Applicant should hold or be willing to obtain Certified Municipal Registrar (CMR) certification. Applicant should be detailed-oriented, well organized and capable of managing multiple tasks and prioritizing. Applicant should have knowledge of Microsoft Office Word and Excel. Applicant must also possess excellent customer service and communication skills. Send resume, including references to Linda Leidner, Borough Clerk, PO Box 418, Hampton, NJ 08827 or via email hamptonboroclerk@hamptonboro.org no later than July 17, 2020. Hampton Borough is an EOE.