

DEPUTY BOROUGH CLERK/REGISTRAR – BOROUGH OF PEAPACK & GLADSTONE, SOMERSET COUNTY

The Borough of Peapack & Gladstone is seeking interested applicants for the full-time position of Deputy Borough Clerk/Registrar. Applicants must have excellent communication, clerical, organizational and computer skills, including proficiency in Microsoft Word and Excel. Applicants must have the ability to interact well with the public and will be responsible for assistance with agendas, minutes, OPRA requests, licensing, elections, records management and other responsibilities. Municipal Government experience, Registered Municipal Clerk (RMC) and/or Certified Municipal Registrar (CMR) certifications are preferred or willing to obtain certifications. Please submit employment application, which can be found on www.peapackgladstone.org, resume and cover letter to Nancy Bretzger, Borough Clerk/Administrator at nbretzger@peapackgladstone.org by February 28, 2022. The Borough reserves the right to conduct interviews prior to February 28, 2022, as qualified candidates are identified. Borough of Peapack & Gladstone is an Equal Opportunity Employer.