

The Borough of Dumont is seeking a Full Time Municipal Clerk. Qualified candidates must have excellent communications, clerical, organizational and computer skills; including proficiency in Microsoft Word and Excel. Registered Municipal Clerk Certification (RMC) is required along with a minimum of 2 years NJ local government experience. Applicants must have the ability to interact well with the public and will be responsible for attendance at all Council Meetings, preparation of agendas and minutes, processing of OPRA requests, licensing, records management & conduction of elections. Candidate must be self-motivated and be able to multi-task and complete tasks in a timely manner. Salary commensurate with experience and qualifications. Please forward resume, list of references & salary requirements to: Chris Tully, Borough Administrator: ctully@dumontboro.org. Applications must be received no later than April 7, 2021.