

PUBLIC NOTICE  
TOWNSHIP OF QUINTON

**Seeking Applicants For Part Time Position Of Deputy Clerk**

The Township of Quinton is seeking applicants for the part time position (10-15 hours per week) of Deputy Clerk/Registrar.

**Qualifications** : Applicants must have excellent communication, clerical, organizational and computer skills, including proficiency in Microsoft word and Excel. Applicants must interact well with the public, assist with agendas, minutes, meetings, OPRA requests, licensing, elections, records management, clerks accounts, and other responsibilities as needed. Must be willing to obtain certifications for Registered Municipal Clerk and Certified Municipal Registrar.

Please submit Employment Application, with Resume and Cover Letter, **by March 28, 2022**

**to: Marty Uzdanovics, Township Clerk, [clerk@quintonnj.com](mailto:clerk@quintonnj.com)**

\* Employment Application can be found on our Web Page at : <http://www.quintonnj.com>

*The Township of Quinton is an Equal Opportunity Employer*