

## **Deputy Municipal Clerk Position – Part-Time / Full-Time Borough of Keyport**

**Salary: \$17.00 to \$30.00 per hour**

**Date: 9/12/2025 to 9/30/2025**

The Borough of Keyport is seeking qualified and motivated candidates for our Deputy Municipal Clerk position. A Registered Municipal Clerk (RMC) certification is strongly preferred, or the successful candidate must demonstrate a willingness to obtain certification. Candidates must be capable of performing all statutory duties of the Municipal Clerk, including: Processing license and permit applications; Responding to OPRA (Open Public Records Act) requests; Assisting with local elections (including extended hours on election day); Preparing meeting agendas and minutes; Managing municipal records.

Applicants should be highly organized, detail-oriented, and capable of multitasking in a fast-paced municipal environment. Strong communication, interpersonal, and computer skills are essential. Part-Time: Up to 25 hours per week; Full-time: 40 hours per week. Salary to follow within the borough salary ordinance.

To apply, please email a cover letter, resume, and three professional references to: [mclark@keyportonline.com](mailto:mclark@keyportonline.com). The Borough of Keyport is an Equal Opportunity Employer and a Civil Service Municipality. The Borough reserves the right to fill this position prior to the closing date of this posting.