

## **MUNICIPAL CLERK/ REGISTRAR OF VITAL STATISTICS**

**Department:** Office of the Township Clerk  
**Workweek:** Monday through Friday, evening meetings  
**Wage:** \$65,000 to \$95,000

**Skills/Duties:** Must have solid management and supervisory experience and excellent communication skills, be proficient in Microsoft Office Suite, be extremely well organized to handle core duties of Municipal Clerk in addition to serving as Registrar of Vital Statistics and Custodian of Records in a municipality with over 50,000+ residents and 39 election districts. Oversee dog licensing. Must have familiarity with operations of a Municipal Clerk's Office. Successful candidate must have Registered Municipal Clerk (RMC) and Certified Municipal Registrar (CMR) certifications, or be willing to obtain these certifications, as statutorily required. Candidates with AA or BA preferred.

Additional Information:

- Strong Mayor – Council Government (FT Mayor, 5 Council Members)
- 2 Council Meetings Per Month
- 17 Hotels
- 43 Liquor Licenses
- 40 Limo Licenses
- 5 Outdoor Eating Establishments
- 10 Mobile Venders
- 30 Raffle Licenses
- 15 Canvassers
- 250 OPRA requests
- 300 Marriage Licenses
- 250 Requests of Certified Marriage Licenses
- 100 Death Notices
- Approximately 2,500 dog licenses annually

**To apply:** **Submit Resume and List of References to:** Ellen M. Sandman, Business Administrator, Township of Parsippany-Troy Hills, 1001 Parsippany Blvd., Parsippany, NJ 07054, Email: [Esandman@parsippany.net](mailto:Esandman@parsippany.net)