**Deputy Clerk – Bernardsville Borough.**

Seeking a qualified professional for the full-time position of Deputy Clerk to assist the daily operations of the offices of the Clerk and Administrator. Duties include assistance with OPRA requests, agendas and minutes, elections, records management, raffle and animal licensing, special event permits, legal advertising, contracts, social media/public relations, and other administrative tasks and municipal functions as assigned. Applicants must have excellent communication, customer service, organizational, clerical, and computer skills, including proficiency in Microsoft Word and Excel. Administrative experience is required, preferably in municipal government. Must be willing to obtain Registered Municipal Clerk certification during first five years of employment. Salary: $60,000. Health, dental and vision benefits as well as a flexible Friday schedule are available. Submit resume to Borough Administrator Nancy Malool at nmalool@bernardsville.gov by October 31, 2026. The Borough reserves the right to interview and hire prior to the deadline. EOE.