



Clerk of the Board of County Commissioners

Position Overview:

The **Clerk of the Board of County Commissioners** plays a crucial role in ensuring the smooth operation of the board's administrative functions, ensuring that rules, regulations, policies, and procedures of the board are observed. Key responsibilities include but are not limited to:

Duties and Responsibilities:

- **Maintaining Records:** Organizing and maintaining official county documents, including historical and current records.
- **Meeting Preparation:** Preparing agendas for board meetings, gathering information for agenda packets, and notifying commissioners, appropriate County staff, news media, and other relevant parties of dates and times of Board meetings. May attend a variety of Board of County Commissioners meetings.
- **Minutes and Reports:** Indexing and preparing minutes as a historical account for public inspection, ensuring to compose a full and accurate account of all actions taken by the governing board and preparing follow-up correspondence.
- **Liaison Role:** Acting as a liaison between the board, department employees, and other county departments/agencies.
- **Confidentiality:** Handling confidential information with discretion.
- **Scheduling and Coordination:** Coordinating meetings, ensuring availability of rooms and materials, and handling travel arrangements.
- **Legal Compliance:** Ensuring that board operational processes and procedures are followed and certifying legal documents. Reviews, processes, and distributes all OPRA requests to appropriate offices. Reviews and accepts/denies all Daniel's Law applicants.
- **Public Interaction:** Responding to public inquiries and directing them to appropriate information.

Requirements:

- **Experience:** Five (5) years of experience in administrative or technical clerical work, with at least one year in a supervisory capacity.
- **Education:** A bachelor's degree in public administration, finance, business, or a related field is required.
- **Certification:** Registered Municipal Clerk (RMC) certification required
- **Skills:** Strong organizational skills, ability to communicate effectively, and proficiency in computer software programs (word processing, spreadsheets, etc.).



Knowledge/Skills/Abilities:

- Extensive knowledge of NJ OPRA law required
- Knowledge of County governmental processes strongly preferred
- Experience and knowledge of administrative and clerical procedures and systems such as MS Word/MS Excel/MinuteTraq/DocuSign
- Skilled in handling interruptions without losing on-the-job effectiveness
- Using sound, independent judgment within established policy and procedural guidelines
- Ability to communicate effectively through written and oral communication
- Handle confidential information with great sensitivity
- Work well under pressure, meeting multiple and sometimes conflicting deadlines

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