

CONFIDENTIAL ASSISTANT TO THE ADMINISTRATION OFFICE/DEPUTY REGISTRAR

Readington Township is seeking a full-time, self-motivated, and highly organized individual to serve as Confidential Assistant to the Administration Office/Deputy Registrar. Certified Municipal Registrar (CMR) preferred or willingness to obtain CMR upon hire. Notary preferred. This position serves as the principal point of contact for the reception window and provides support to the Administrative Office. Responsibilities include receptionist duties, providing administrative support to the Clerk's Office, assisting the public, data entry, managing mail, maintaining files and records, and performing additional duties as assigned to support Township operations. Municipal or related experience preferred. Starting annual salary range: \$50,000 – \$55,000, commensurate with experience. More details are posted on www.readingtontwp-nj.org under Employment. Applications and resumes should be sent to twpadmin@readingtontwp-nj.org.