

# CITY OF HACKENSACK

## JOB OPENING ANNOUNCEMENT

### *Title: Municipal Clerk*

<b>Department:</b>	City Clerk's Office	<b>Salary Range:</b>	\$90,000 to \$158,000
<b>Date Posted:</b>	10/1/2025	<b>Position:</b>	Full-Time, Non-Contractual
<b>Post Expires:</b>	Until filled	<b>Shift:</b>	Monday-Friday 8am-4pm

#### **Application Process:**

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at [apply@hackensack.org](mailto:apply@hackensack.org)

#### **Job Description**

##### **ROLES AND RESPONSIBILITIES**

The City of Hackensack is seeking a full-time Registered Municipal Clerk who, under direction, acts as secretary to the Mayor and Council and Custodian of Municipal records. The ideal candidate will perform all statutory duties including but not limited to:

- Preparing meeting agendas for the governing body.
- Attending bi-monthly council meetings and producing minutes.
- Receiving applications and issuing licenses and permits.
- Administering/recording oaths of office.
- Preparing and recording resolutions, ordinances, vouchers and other municipal forms.
- Preparing official reports for the purpose of public record.
- Oversees all election functions in conjunction with County and State regulations, including voter registration, furnishing election materials, coordinating poll locations, and maintaining election results.
- Receives, reviews and answers all requests for public information in accordance with the Open Public Records Act (OPRA).
- May perform other similar duties as needed.

##### **EXPERIENCE AND EDUCATION REQUIREMENTS:**

All appointees to this position must obtain certification by the NJ Department of Community Affairs, Local Government Services. An examination for this process is held semiannually. All applicants must be 21 years of age, a US citizen, and meet these additional requirements:

- High School Diploma or GED equivalent, plus sixty (60) semester hours from an approved college or university. Applicants who do not possess the sixty (60) semester hours may substitute work experience with year for year credit.
- Four (4) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems/procedures, two years of which shall have been in a supervisor capacity.
- Applicants must present proof of completion of the following courses offered through Rutgers, The State University or similar courses offered at a college or university certified by the Department of Higher Education: Introduction of the Duties of the Municipal Clerk, Advanced Duties of the Municipal Clerk, Local Election Administration, Information and Records Management, Municipal Finance Administration for Municipal Clerks. Certificates must be renewed every two (2) years.

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### *Title: Municipal Clerk*

#### Job Description (Continued)

##### **LICENSE AND CERTIFICATIONS:**

- RMC license preferred.
- Candidate must be a NJ Notary Public within six months of hire.
- Bilingual language skills in Spanish/English a plus.

##### **REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)**

- Applicants must possess excellent verbal and written communication skills, strong interpersonal abilities and proficiency in Microsoft Suite.
- Must be dependable, self-motivated, able to multitask efficiently, and maintain professionalism and confidentiality at all times.
- Knowledge of state/local laws, rules, regulations, policies and procedures that apply to the administration of municipal affairs.
- Knowledge of procedures used in preparing a municipality for election.
- Ability to give assignments/instructions to subordinates and supervise their work.
- Ability to answer inquiries and provide accurate, detailed information to employees, residents, and members of the public.
- Ability to maintain minutes of the governing body.
- Ability to process, records, and file resolutions.
- Ability to administer and record oaths of office.
- Ability to issue licenses.
- Ability to furnish data to the public.
- Ability to conduct business with other municipal departments as directed by the governing body.
- Ability to read, write, speak, understand, and communicate English sufficiently to perform duties.

This is a full-time, non-contractual position which includes health benefits, PTO, and enrollment in the State Pension Plan upon permanent appointment.

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