



EMPLOYMENT OPPORTUNITY

MUNICIPAL CLERK – COLTS NECK TOWNSHIP – MONMOUTH COUNTY

Colts Neck Township has an immediate need for a full-time Municipal Clerk. Interested candidates will possess a Registered Municipal Clerk (RMC) certification pursuant to N.J.S.A. 40A:9-133 or a willingness to obtain the certification through the successful completion of the required coursework and passage of the State exam. In addition, candidates must have a minimum of five (5) years professional administrative experience; be extremely organized and detail oriented; have excellent written and oral communication skills; be proficient in Word, Excel and Outlook; and have the ability to work cooperatively with elected officials, department heads, employees, volunteers and the general public. The Municipal Clerk's duties include, but are not limited to, serving as Secretary to the Governing Body; preparing Committee meeting agendas, minutes and resolutions; attending all Committee meetings; reviewing and responding to OPRA requests; serving as chief administrative officer for elections; serving as custodian of municipal records; and issuing licenses and permits. Salary Range is \$50,000 - \$110,000 and is DOQ in accordance with the Townships established salary ordinance, plus full benefits package and state pension. For consideration, applicants must submit a cover letter including salary history, a current resume, and copies of the RMC certification if applicable. All documents should be sent to Kathleen Capristo, Township Administrator via email to kcapristo@coltsneck.org or via US mail to 1 Veterans Way, Colts Neck, NJ 07722. Deadline for applying is November 21, 2025. Colts Neck Township is an Equal Opportunity Employer.