

The Borough of Watchung is seeking a detail-oriented, organized, and customer-focused full-time Administrative Assistant to support the Borough Administrator and Borough Clerk's Office. Responsibilities include assisting the public, preparing correspondence, maintaining records, coordinating meetings, supporting Recreation Department event administration, and serving as Secretary to the Borough's Youth Services Commission. The position will also assist the Borough Clerk with vital statistics and other statutory responsibilities.

The successful candidate must be technologically proficient and social media savvy, with the ability to prepare and distribute timely, accurate, and professional Borough communications through social media platforms, the Borough's email notification system, and municipal mobile application. Excellent written communication skills, sound judgment, and the ability to communicate clearly and professionally with the public are essential.

The selected candidate will be required to become a New Jersey Notary Public and obtain Certified Municipal Registrar (CMR) certification to assist with the registration and issuance of vital records. The Borough will pay all fees associated with obtaining these required credentials.

Candidates should possess strong communication, organizational, and computer skills, maintain confidentiality, and work effectively independently and as part of a team. Administrative experience is required; municipal experience is preferred. Salary range is \$45,000 to \$60,000, commensurate with qualifications and experience, and benefits are available. The Borough of Watchung is an Equal Opportunity Employer.

Interested applicants should submit a resume and employment application to employment@watchungnj.gov. Applications will be reviewed and interviews conducted on a rolling basis. The Borough reserves the right to fill the position at any time.