



**BOROUGH OF EMERSON
OPEN POSITION
FULL TIME DEPUTY CLERK/
ADMINISTRATIVE ASSISTANT**

EMERSON BOROUGH is seeking a FT Deputy Clerk/Administrative Assistant to support the offices of the Borough Clerk, Mayor and Administrator. RMC license preferred. Knowledge of MS Office, social media skills and IT proficiency are required. Position requires excellent organizational, computer and communication skills as well as the ability to maintain confidentiality. Must be willing to work additional hours to assist on Election Day and as needed. Emerson offers a benefits package and salary commensurate with experience and is an Equal Opportunity Employer. Please submit your cover letter, resume and references via email by Friday, September 11, 2020 to Borough Administrator Robert Hermansen at administrator@emersonnj.org. The Borough reserves the right to interview candidates prior to the closing date for responses.