



Part-Time Job Posting – 07/16/2026

Part-Time Deputy Municipal Clerk - The Township of Maple Shade is seeking a highly organized, motivated, and professional individual to serve as a Part-Time Deputy Municipal Clerk. This position averages 24 hours per week, with a schedule of 9:00 a.m. to 4:00 p.m., 4 days per week, including a one-hour unpaid lunch, and offers a starting salary of \$27.00 per hour. The position is being filled in preparation for an anticipated retirement and provides a unique opportunity to work alongside the Municipal Clerk while receiving hands-on training in all aspects of the Clerk's Office. It is the Township's intention that the successful candidate assume the role of Municipal Clerk upon the current Clerk's retirement, subject to successful completion of all required certification requirements and appointment by the Township Council.

This is a highly responsible and confidential position that requires exceptional organizational, communication, and customer service skills. Responsibilities include assisting with the preparation of Council agendas, resolutions, ordinances, and meeting minutes; maintaining official municipal records; processing licenses and permits; assisting with records management and OPRA requests; providing administrative support; interacting with residents, elected officials, and other government agencies; and performing other statutory and administrative duties as assigned. Candidates must possess strong computer skills, including proficiency in Microsoft Outlook, Word, Excel, and Teams, and be able to work independently while managing multiple priorities in a fast-paced municipal environment.

The successful candidate must be committed to pursuing a career in municipal government and will be required to complete all coursework necessary to obtain Registered Municipal Clerk (RMC) certification and successfully pass the New Jersey Municipal Clerk examination within two (2) years of employment. Municipal experience is preferred but not required.

Interested candidates should submit a cover letter and resume to the Township Manager's Office, Township of Maple Shade, 200 Stiles Avenue, Maple Shade, NJ 08052, or email twpmgr@mapleshade.com. Applications will be accepted until the position is filled. The Township of Maple Shade is an Equal Opportunity Employer.