

**MUNICIPAL CLERK (FULL TIME) – CITY OF UNION CITY, HUDSON**

**COUNTY:** Acts as secretary to the governing body and custodian of municipal records. Plans and coordinates office activities in accordance with state/local laws, rules, regulations and policies. A Municipal Clerk certification issued by the New Jersey Department of Community Affairs is preferred. All applicants must be 21 years of age and a United States citizen. Experience in maintaining records of business transactions is preferred. Please include minimum salary consideration. Send letter of interest, resume and other required documents to Judith Gottlieb, Personnel Consultant, Personnel Office, City Hall, 3715 Palisade Avenue, Union City, New Jersey 07087.