

JOB OPPORTUNITY

TOWNSHIP OF WILLINGBORO

(1) FULL-TIME

PROVISIONAL REGISTRAR OF VITAL STATISTICS/SECRETARY BOARD /COMMISSION

TOWNSHIP CLERK'S DEPARTMENT

A full-time provisional job opportunity for a Registrar of Vital Statistics/Secretary Board/Commission is available pending Civil Service rules and regulations in the Willingboro Township Clerk's department. This posting is opened to residents of Willingboro and all of Burlington County.

This is a full-time position with a starting salary range of \$43,757-\$73,225. Work hours are 9:00 AM to 5:00 PM, Monday through Friday and it is also a union position which is part of the AFSCME 3827 bargaining unit.

DUTIES WILL INCLUDE BUT NOT LIMITED TO:

Develops procedures of obtaining prompt and accurate reports of birth, marriages, and deaths. Makes statistical compilations and organizes such calculations in the form of tables. Issues certified copies of birth, marriage, and death records, collects fees and accounts for the money collected. Make sure all records and files are kept confidential. Prepares reports and maintains log of all reports. Respond to inquiries and process clerical transactions.

REQUIREMENTS:

Three (3) years of clerical experience. Appointees must obtain a Certified Municipal Registrar (CMR) certificate issued by the Department of Health and Senior Services within six (6) months of appointment.

A letter of interest and resume should be submitted to the Acting Director of Human Resources at One Rev. Dr. Martin Luther King, Jr. drive, **Attn: Loretta Anderson** no later than Friday, December 20, 2023. The job description is available in the Human Resource office, or email ctabron@willingboronj.gov

*All Unions
Bulletin Boards*

Posted and Distributed, **Friday, December 1, 2023**