

The Borough of Highlands is seeking a PT Deputy Municipal Clerk. Duties include, but not limited to, assisting the Borough Clerk and Registrar with core duties – attendance at Council meetings, meeting minutes, extended hours on election day, maintaining the official records, OPRA requests, website maintenance – as well as other duties as needed. Registered Municipal Clerk (RMC) strongly preferred or in the process of obtaining certification. The ideal candidate will take ownership of their position and work; have exceptional communication/interpersonal and computer skills enabling them to collaboratively and independently work with the public and staff. Hourly wage \$17-\$21, flexible up to 20 hours per week. No benefits but accrual of sick and vacation time. Email cover letter, resume, certifications, and three professional references to [clerk@highlandsnj.gov](mailto:clerk@highlandsnj.gov) by August 29, 2025. The Borough of Highlands is an EOE and reserves the right to fill the position before the filing deadline.