

**Registered Municipal Clerk (RMC), Acting Municipal Clerk, N.J.S.A. 40A:9-133c**

Pursuant to the above statute, upon the vacancy of the Municipal Clerk's office by a Registered Municipal Clerk (RMC), a non-certified Acting Municipal Clerk may be appointed for one year from the date of the vacancy. Please note that the statute requires that the Acting Clerk appointment occur within 90 days of the vacancy of the office. With approval of the Director of the Division of Local Government Services (DLGS), the Acting Municipal Clerk may be appointed for two additional one-year terms. If approval is being sought for a second or third year term of an Acting Municipal Clerk, please complete the following questionnaire and attach it to the letter requesting same. Also, please include any additional explanations, where applicable, in a separate attachment. Finally, please sign and date at the bottom attesting to your answers. Applications may be mailed to the attention of the Director, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. Approvals will not be granted without the filing of this questionnaire with the letter requesting approval for the reappointment.

Municipality: \_\_\_\_\_

Name of Acting Municipal Clerk (please print): \_\_\_\_\_

Initial date of first year temporary appointment: \_\_\_\_\_

Date of vacancy: \_\_\_\_\_

Is this request for a second one-year term or a third one-year term? 2<sup>nd</sup> year \_\_\_\_ 3<sup>rd</sup> year \_\_\_\_

1. Are you actively seeking certification as a RMC? That is, are you currently enrolled in the municipal clerk classes administered by Rutgers University, and are you planning to apply for admission to the RMC certification exam administered by the Division?

Yes \_\_\_\_ No \_\_\_\_ If you checked no, please explain on a separate sheet and attach.

2. As a condition of your being hired, did the municipality perform a background check that included any pending criminal or civil matters, and a credit check?

Yes \_\_\_\_ No \_\_\_\_ Unknown \_\_\_\_

3. Are there any repeat comments on the most recent Annual Audit that are attributable to the Clerk's office which must still be corrected?

Yes \_\_\_\_ No \_\_\_\_ If you checked yes, please explain on a separate sheet and attach.

4. Are there any complaints against the Municipal Clerk's office from a member of the public or other persons that would be considered serious, i.e., that might involve possible litigation against the municipality? Have there ever been any complaints filed against you with the Government Records Council (GRC), or in Superior Court, in regard to an OPRA request?

Yes \_\_\_\_ No \_\_\_\_ If you checked yes, please explain on a separate sheet and attach.

5. Is there any other information that the Division should consider in its review of the request for your reappointment as Acting Municipal Clerk?

Yes \_\_\_\_ No \_\_\_\_ If you checked yes, please explain on a separate sheet and attach.

I attest that the answers contained in this questionnaire are true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_