



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JAMES E. MCGREEVEY
Governor

SUSAN BASS LEVIN
Commissioner

DIVISION OF LOCAL GOVERNMENT SERVICES
INFORMATION FOR CANDIDATES APPLYING FOR A
REGISTERED MUNICIPAL CLERK CERTIFICATE
N.J.S.A. 40A:9-133.2 et seq.

QUALIFICATIONS

1. Not less than 21 years of age.
2. A citizen of the United States.
3. Of good moral character.
4. High school graduate or the equivalent.
5. Two years of higher education or two years full time county or municipal government experience performing duties relative to those of a municipal clerk, or a combination of the above.
6. Must also complete the following courses, available from the Rutgers Center for Government Services:
 - a. Introduction to the Duties of the Municipal Clerk;
 - b. Advanced Duties of the Municipal Clerk;
 - c. Local Elections Administration;
 - d. Information & Records Management;
 - e. Municipal Finance Administration for Municipal Clerks.
7. Completed application forms, including proof of education and/or experience, accompanied by a fee of \$50.00, payable to the State Treasurer, to the Director of the Division of Local Government Services at least 30 days prior to the date of each examination.
8. Must successfully pass the State Examination with a grade of at least 80%.
9. Upon successful completion of all requirements for issuance of a Registered Municipal Clerk certificate, a fee of \$50.00, payable to the State Treasurer, is required for issuance of the certificate.





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DIVISION OF LOCAL GOVERNMENT SERVICES RESPONSIBILITIES OF THE MUNICIPAL CLERK

1. To act as secretary of the municipal corporation and custodian of the municipal seal, and of all minutes, books, deeds, bonds, contracts, and archival records of the municipal corporation.
2. To act as secretary of the governing body, prepare meeting agendas at the discretion of the governing body, be present at all meetings of the governing body, keep a journal of the proceedings of every meeting, retain the original copies of all ordinances and resolutions, and record the minutes of every meeting.
3. To serve as the chief administrative officer in all elections held in the municipality subject to the requirements of Title 19 of the Revised Statutes.
4. To serve as the chief registrar of voters in the municipality, subject to the requirements of Title 19 of the Revised Statutes.
5. To serve as the administrative officer responsible for the acceptance of applications for licenses and permits, and the issuance of licenses and permits, except where statute or municipal ordinance has delegated that responsibility to some other municipal officer.
6. To serve as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes.
7. To perform such other duties as are now or hereafter imposed by statute, regulation, or by municipal ordinance or regulation.

These are the basic duties of the municipal clerk, no matter what form of municipal government. There may be other specific duties required of the Municipal Clerk, depending on the form of municipal government.

