

CONFIDENTIAL ASSISTANT F/T – The Borough of Kinnelon seeks a confidential assistant to the Borough Administrator and Borough Clerk. This position requires an individual with excellent communication skills, reliability, and a willingness to learn. This position will assist the Administrator and Clerk in various duties, including but not limited to records management, election duties, licensing and permits, tax and water receipts, marriage licensing, maintaining personnel files, preparing confidential documents, and all other duties as assigned. Experience with Microsoft Office is required. Knowledge of the Edmunds financial software is a plus. Will be required to take courses/webinars to become Certified Municipal Registrar of Vital Statistics. Salary range is \$40,000 - \$45,000. Please send your resume to tcarroll@kinnelonboro.org. AA/EOE.