

**Hopewell Township**  
**Administrative Assistant/Deputy Registrar of Vital Statistics**  
**Part-Time**

Hopewell Township is accepting applications for a part-time position of Administrative Assistant/Deputy Registrar of Vital Statistics

**Key Responsibilities:**

**Clerk's Office Support**

- Answer phones and respond to resident inquiries in a timely and professional manner
- Provide in-person assistance at the Clerk's window
- Assistance with the opening of the 2 voting locations for both the Primary and General Elections, attendance sheet of poll workers, and delivering the supply cart wagons to the Board of Elections at the end of the night
- Support preparation of Township Committee meeting packets, including extensive documentation required for the annual Reorganization Meeting
- Provide coverage when the Township Clerk attends conferences, seminars, or meetings, including the League of Municipalities Convention, Clerks Association Conference & quarterly meetings, and is on vacation
- Prepare, file, and maintain official township records, reports, and correspondence
- Assist with updates to the Township website, bulletin boards, and electronic sign to ensure timely distribution of public information
- Assist with township community events such as Hopewell Day, Rabies Clinic, and the annual Christmas Tree Lighting, including communications, logistics, and day-of support
- Perform miscellaneous tasks and additional duties as assigned to support township operations

**Vital Statistics & Registrar Duties**

- Process and issue marriage licenses, marriage certificates, birth certificates, and death certificates
- Assist with the annual dog licensing program, including registrations and reporting
- Prepare and submit mandatory monthly and quarterly reports in compliance with State and Municipal requirements

**NJ Clean Communities Coordinator**

- Managing the "Adopt-a-road" program in coordination with P/W and organizations
- Issuing the required paperwork to participating groups and ensuring proper completion
- Completing the job req to process the \$300 payment for each group's cleanup
- Participating in monthly webinars with The Authority
- Completing the annual Clean Communities report (due in July) required for the Township to receive Clean Communities grant funding

**Zoning/Housing Department Support**

- Mailing Landlord Registration forms from December – March
- Maintaining accurate Landlords records
- Ensuring compliance by collecting Lead-Free/Lead-Safe certifications and payment
- Issuing and collecting zoning applications for the Zoning Officer to review

- Helping ensure that OPRA requests received in this department are answered promptly and accurately, using the most up-to-date information
- Maintaining records and enforcing compliance for Vacant/Abandoned Properties
- Collecting associated fees ranging from \$500 – \$2,000 for Vacant/Abandoned Properties
- Monitor voicemails and emails to ensure the Zoning Officer is not responding to matters that have already been processed

## Qualifications

### Required:

- Associate's Degree
- 2+ years of administrative, clerical, or customer service experience
- Strong organizational and time management skills with attention to detail
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and comfort learning municipal software
- Excellent verbal and written communication skills
- Ability to handle sensitive information with professionalism and confidentiality

### Preferred:

- Experience working in municipal government, zoning, planning, or clerical/legal office
- Knowledge of NJ municipal procedures, record retention, or permitting systems

**Background check and drug testing is required for employment**

**Work Location:** 590 Shiloh Pike, Bridgeton NJ 08302

This position is **in-person ONLY**. Remote work is not available.

## Compensation & Benefits

**Hourly Rate:** \$18 - \$21 per hour, commensurate with experience

**Benefits:** Earned Paid Sick Leave. For every 30 hours worked, an employee shall accrue 1 hour of sick leave, up to 40 hours per calendar year.

**How to Apply:** Application found on Township website [hopewelltwp-nj.com](http://hopewelltwp-nj.com) (click on job postings)

**How to submit:** Send or drop off cover letter, resume, and completed application to:

Mail or Drop off at: Hopewell Township Municipal Building

Attn: Personnel

590 Shiloh Pike, Bridgeton, NJ 08302

Or Email: [personnel@hopewelltwp-nj.com](mailto:personnel@hopewelltwp-nj.com)

You may also apply directly through **Indeed**.

Application deadline is September 5, 2025 or until position is filled. The Township reserves the right to conduct interviews and hire prior to application deadline as qualified candidates are identified.

**\*\*Hopewell Township is an equal opportunity employer. \*\***