

**WOOLWICH TOWNSHIP**  
**120 VILLAGE GREEN DRIVE**  
**WOOLWICH TOWNSHIP, NEW JERSEY 08085**

**856-467-2666**

**FAX: 856-467-3545**

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**DEPUTY MUNICIPAL CLERK/ASSISTANT TO THE TAX COLLECTOR (FT)**– TOWNSHIP OF WOOLWICH is seeking a full-time Deputy Municipal Clerk/ Assistant to the Tax Collector. Qualified candidates must enjoy working with the public and fit in well with our culture of striving for excellence and caring for each other. Will assist in the daily operations of the office, including, but not limited to, tax collections and dog licenses. This position requires the ability to multi-task and work independently, strong work ethic, and strict confidentiality. This position requires computer skills, especially Microsoft Word, Excel and Edmunds is a plus. Must be available to attend occasional meetings of the Township Committee (evening attendance). The Deputy Municipal Clerk/ Assistant to the Tax Collector will be required to perform all duties of the Municipal Clerk in her absence. Salary commensurate with experience and qualifications. EOE. Please send resume, salary requirements, references and cover letter to: Jim Watson, Administrator, Woolwich Township, 120 Village Green Drive, Woolwich Township, NJ 08085 or email: [jwatson@woolwichtwp.org](mailto:jwatson@woolwichtwp.org) Deadline to apply is July 5, 2024

Woolwich Township is an Equal Opportunity Employer.