

BOROUGH OF MOUNTAINSIDE

SECRETARY TO DPW/ENGINEER/TAX ASSESSOR

The Borough of Mountainside is seeking a qualified and motivated individual to fill the position of Full-Time Secretary for the Department of Public Works, Borough Engineer, and Tax Assessor. This position full-time/35 hours per week/Monday-Friday 8:30AM – 4:30PM. Responsibilities include, but are not limited to, assisting residents, processing zoning and engineering applications, handling recycling-related tasks, answering phone calls for the Tax Assessor, planning Clean Communities Day, and performing various clerical and administrative duties for the Department of Public Works. The ideal candidate will be proficient in Microsoft Excel and Word, detail-oriented, and a highly motivated self-starter with a strong work ethic. Knowledge of Edmunds Financial Software and **SDL** is a plus. The Borough of Mountainside is an Equal Opportunity Employer. Interested applicants should submit a cover letter, resume, and references to Glenn Mortimer, Borough Administrator, at gmortimer@mountainside-nj.com. Resumes are due no later than Friday, April 24, 2026; however, the Borough reserves the right to interview candidates prior to the application deadline.

Salary Range - \$30,000-\$70,000

Full Benefits

Pension