

**ORDINANCE
TOWNSHIP OF FRANKLIN
ORDINANCE CREATING THE POSITION OF FLEX-CLERK
O -2- 08**

WHEREAS, it is the desire of the Township Committee of the Township of Franklin, County of Gloucester, State of New Jersey (hereinafter referred to as the "Township Committee"), to create and establish the position of "Flex-Clerk" within the office of the Township Administrator in order to perform administrative duties and tasks for various Township offices when assistance is needed in such other Township offices; and

WHEREAS, N.J.S.A. 40:48-1 provides that the governing body of every municipality may make, amend, repeal and enforce Ordinances to prescribe and define the duties and terms of office or employment of all officers and employees as may be deemed necessary for the efficient conduct of the affairs of the municipality; and

WHEREAS, the Supreme Court of New Jersey mandated in Giannone v. Carlin, 20 N.J. 511, 517 (1956), that a "municipal office or position, if not created by statute, can come into being only by ordinance of the governing body of the municipality"; and

WHEREAS, the position of Flex-Clerk is not expressly provided for or created in the New Jersey Statutes; and

WHEREAS, the Township Committee deems it necessary to create the position of Flex-Clerk for the efficient conduct of the affairs of the municipality.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Franklin, County of Gloucester, State of New Jersey that the position of Flex-Clerk is hereby created and established within the office of the Township Administrator; and

BE IT FURTHER ORDAINED, the position of Flex-Clerk shall be prescribed and defined as follows:

Supervision. The position of Flex-Clerk shall be employed under the primary supervision and direction of the Township Administrator. However, the Flex-Clerk shall also temporarily fall under the authority of any other Township officer for which the Flex-Clerk may be temporarily assigned.

Duties. The primary purpose of the position of Flex-Clerk is to handle the daily administrative duties of various Township offices. The Township Administrator, as he or she so deems necessary, shall assign the Flex-Clerk to complete administrative duties for any Township office deemed to be in need of administrative assistance.

To be specific, the position of Flex-Clerk shall also include, but not be limited to, the following defined duties when needed:

1. Answer majority of incoming calls (except Police and Court) and transfer to appropriate departments. Answer callers' questions when possible;
2. Take messages for Fire Official and Mayor and Township Committee;
3. Sort incoming mail when needed;
4. Register new voters, complete forms and send to county;
5. Type forms.

6. Send out and follow up on license renewals (i.e. Dog, Kennel, Food Handling, Automatic Amusement Device, Used Merchandise, Junkyard, etc.). Type licenses when approved;
7. Prepare folders for Township Committee members for meetings – make copies of correspondence for each folder;
8. Attend Township Committee meetings in absence of Deputy Clerk and type minutes from those meetings;
9. Type all Township Committee meeting minutes into minute book. File Resolutions and Ordinances into proper books and logs;
10. Keep monthly follow-up file. Maintain follow-up file on Letters of Credit, Maintenance Bonds, etc.;
11. Maintain files on road building and projects (houses, developments);
12. Notarize papers for residents;
13. Issue yard sale permits;
14. Maintain copier, clear jams, etc;
15. Perform any other procedures related to operation of the Township Administrator's office or any other offices temporarily assigned to.

Qualifications. The position of Flex-Clerk shall consist of the following qualifications:

1. Education: Graduation from high school and successful completion of a course in business or office procedures; and
2. Experience: At least one year of secretarial experience or two years if no business course was taken.

BE IT FURTHER ORDAINED, the salary, wage or compensation to be paid to the position of Flex-Clerk shall be fixed and determined by the Township Committee pursuant to N.J.S.A. 40A:9-165; and

BE IT FURTHER ORDAINED, any Ordinance or parts of Ordinances inconsistent with the provisions of this Ordinance be and the same are hereby repealed; and

BE IT FURTHER ORDAINED, that if any section, sentence, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such holdings shall not effect or impair any other section, sentence, clause, provision or portion of this Ordinance.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately upon its final passage, adoption and publication as provided by law.

ATTEST:

TOWNSHIP OF FRANKLIN

CAROLYN TOY, CLERK

FRANK SCAVELLI, MAYOR

Introduced: January 8, 2008

	Pfrommer	Mattei	Merckx	Petsch	Scavelli
YES					
NO					
ABSTAIN					
ABSENT					

Public Hearing Held: , 2008

Adopted: , 2008

	Pfrommer	Mattei	Merckx	Petsch	Scavelli
YES					
NO					
NO					
ABSTAIN					

CERTIFICATION

I, CAROLYN TOY, Clerk of the Township of Franklin, County of Gloucester, do hereby certify that the foregoing Ordinance was introduced at a meeting of the Township of Franklin held on January 8, 2008, and thereafter duly advertised in the legal newspaper of the Township at least ten (10) days prior to it being considered for final passage and adoption at a subsequent meeting to be held on February 12, 2008, at which time any person interested therein will be given an opportunity to be heard.

CAROLYN TOY, CLERK