

RESOLUTION NO. 2023-116

RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ADVERTISE AND HIRE A DEPUTY CLERK/DEPUTY REGISTRAR FOR THE CLERK'S OFFICE

WHEREAS, the Township is in need of a Deputy Clerk/Deputy Registrar for the Clerk's Office; and

WHEREAS, the governing body desires to authorize the Township Administrator to advertise and hire a Deputy Clerk/Deputy Registrar for the Clerk's Office; and

WHEREAS, the salary for the Deputy Clerk/Deputy Registrar shall be in accordance with the Township Salary Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the Township Administrator is hereby authorized to advertise and hire a Deputy Clerk/Deputy Registrar for the Clerk's Office, in accordance with the Township Salary Ordinance.
2. That the authority granted to the Township Administrator, in Paragraphs 1 and 2 above, to fill and appoint to any of the delineated positions is contingent upon:
 - a) obtaining consent from the applicant/potential employee to conduct a comprehensive background check, to be completed by the Human Resource Department.
 - b) the background check of the applicant/potential employee is considered satisfactory to the Human Resource Department.
3. That no person shall be hired or appointed to any position in the Township unless a background check is conducted and considered satisfactory by the Human Resource Department along with a written report memorializing the findings and provided to the Township Administrator and the governing body.
4. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the Township Administrator.

CERTIFICATION

I, **KELLY LETTERA, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 29th day of **March, 2023**.



KELLY LETTERA, RMC
Township Clerk
Little Egg Harbor Township