

**TABERNACLE TOWNSHIP  
BURLINGTON COUNTY, NEW JERSEY**

**ORDINANCE 2021-08**

**AMENDING THE GENERAL CODE ORDINANCE  
ESTABLISHING THE POSITION OF A  
FULL TIME SECRETARY TO VARIOUS DEPARTMENTS**

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**BE IT ORDAINED** by the Township Committee of the Township of Tabernacle, in the County of Burlington and State of New Jersey, as follows:

**SECTION 1. Creation of Office and Title.**

There is hereby created the position of a Full Time Secretary to Various Departments

**SECTION 2. Appointment.**

The Full Time Secretary to Various Departments shall be appointed by the Township Committee upon the recommendation of the Township Administrator without any term and/or any tenure acts of the State of New Jersey; and shall be removable at the pleasure of the Township Administrator or Township Committee with or without notice or hearing.

**SECTION 3. Duties and Responsibilities.**

- a) The Secretary to Various Departments shall perform the duties to assist the Fire Marshall, the Public Works Department, the Fire Company.
- b) The Secretary shall be responsible for clerical work such as typing, filing, correspondence, assisting in maintaining records and general secretary and clerical work as may be assigned to him/her by the Administrator, Fire Marshall, Public Works Department, and Fire Company.
- c) The Secretary may be assigned to other departments as determined by the Administrator.

**SECTION 4. Compensation.**

- a) The Secretary shall be paid a fixed salary for each department he/she serves as adopted by the Township Committee in the annual Salary Resolution.
- b) The Salary Range for the respective positions shall be compensated in accordance with the salary ordinance.

**SECTION 5. Qualification.**

- a) The Secretary shall be appointed based on his/her qualifications.
- b) The Secretary shall be subject to the supervision of the Township Administrator.
- c) The Secretary shall have a high school diploma or equivalent thereof.

**SECTION 6. Effective Date.**

This ordinance shall become effective after final passage and publication according to law.

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**NOTICE AND CERTIFICATION**

The ordinance herewith was introduced and passed upon first reading at a meeting of the Township Committee of the Township of Tabernacle, County of Burlington, State of New Jersey, held on July 26, 2021.

It will be further considered for final passage by the Township Committee at a meeting to be held on August 23, 2021, at 7:30 p.m. prevailing time.

All persons interested will be given the opportunity to be heard concerning such ordinance. Prior to the hearing, copies will be made available from the Municipal Clerk's Office, posted on the Bulletin Board in Town Hall, and on the Tabernacle Township website.

Elaine B. Kennedy, RMC/CMC  
Municipal Clerk