

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE 2026-03**

**AN ORDINANCE TO AMEND CHAPTER 140 OF THE CODE OF THE BOROUGH OF  
PARAMUS TITLED “VETERANS AFFAIRS OFFICER” BY DELETING AND  
REPLACING CHAPTER 140, THEREOF TITLED “VETERANS AFFAIRS OFFICER  
AND LIAISON”**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Paramus, County of Bergen and State of New Jersey, as follows:

**Section 1.** Chapter 140 of the Code of the Borough of Paramus is hereby deleted in its entirety and replaced by the following:

**§ 140-1. Purpose and authority.**

Pursuant to N.J.S.A. 40:48-2 and 40:49-2, the Paramus Governing Body creates the part-time position of Veterans Affairs Officer and Liaison.

**§ 140-2. Veterans Affairs Officer.**

The specific duties/qualifications are:

A. Duties.

The Veterans Affairs Officer, under direction, has charge of the work involved in providing guidance and information to Borough resident veterans; does other related work.

B. Examples of work.

- (1) Confers with veterans and their families on veteran's service problems.
- (2) Maintains community resource network for veterans' services.
- (3) Establishes and maintains contracts and liaison with national, state, and other local veterans' employers.
- (4) Provides guidance to veterans seeking job information and refers them to suitable local employers.
- (5) Develop potential employment registries.
- (6) Provides information concerning veterans' rights and benefits as provided in law; may research current State and Federal laws regarding veterans' rights.
- (7) Distributes varied official forms, assists veterans and their families in preparing applications for veteran's benefits, and in filing claims.

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- (8) Prepares correspondence and reports of activities.
- (9) Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Borough, office, or related departments.

C. Suggested experience.

Two (2) years of experience in veteran services, working directly with veterans and families, experienced in the gathering of veteran information from clients and providing guidance, assistance or explanations of benefits and services for veterans and families.

D. Driver's license.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

E. Knowledge and abilities.

- (1) Knowledge of interviewing techniques.
- (2) Knowledge of the techniques used to gather information.
- (3) Ability to read and interpret Federal and State laws and regulations regarding veterans' rights, and apply them to specific cases.
- (4) Ability to aid in the completion and filing of claims.
- (5) Ability to work harmoniously with veterans, their families, and other agencies, and individuals interested in veterans' problems.
- (6) Ability to collect and disseminate information of varied types concerning veterans' rights and benefits.
- (7) Ability to maintain records and files.
- (8) Ability to prepare reports and correspondence.
- (9) Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- (10) Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

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**§ 140-3. Veterans Affairs Liaison.**

The position of veteran's affairs liaison is created. The specific duties are:

**A. Duties.**

The Veterans Affairs Liaison, under direction, has charge of the work involved in coordinating and assisting the Veterans Affairs Officer with services for the Borough and its veteran residents.

Examples of work.

- (1) Coordinate the veteran's banner program.
- (2) Coordinate Memorial Day Ceremonies.
- (3) Coordinate Veteran's Day Ceremonies.
- (4) Coordinate and assist with Veterans Affairs Officer all veterans' services.
- (5) Provides information and issuance of the veteran's ID cards.
- (6) Establishes and maintains needed records and files.
- (7) Prepares correspondence and reports of activities.
- (8) Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Borough, office, or related departments.

**B. Driver's license.**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**C. Knowledge and abilities.**

- (1) Ability to aid in the completion and filing of claims.
- (2) Ability to work harmoniously with veterans, their families, and other agencies, and individuals interested in veterans' problems.
- (3) Ability to collect and disseminate information of varied types concerning veterans' programs and benefits.
- (4) Ability to maintain records and files.
- (5) Ability to prepare reports and correspondence.
- (6) Ability to utilize various types of electronic and/or manual recording and

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information systems used by the agency, office, or related units.

- (7) Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

**§ 140-3. Compensation.**

The wages and benefits of the Veterans Affairs Officer and Liaison shall be set forth in a separate ordinance.

**Section 2.** If any part of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

**Section 3.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 4.** This Ordinance shall take effect upon final passage and publication according to law.

Attest:



Annemarie Krusznis, RMC/CMC  
Borough Clerk

Approved:



Christopher DiPiazza  
Mayor

Introduced: January 20, 2026

Final: February 3, 2026