

The Town of Coventry seeks TOWN CLERK

The Town Clerk performs supervisory work in the administration of federal, state, and local statutes, maintains official municipal records, issues licenses and documents, and related work.

Candidate is required to be a member of the Town Clerks Association, have Bachelor's Degree in English, Communications, Library Science, or a related field, and 3 years' experience in Municipal Government;

Must have extensive knowledge and be able to interpret state statutes and municipal ordinances, election laws, and thorough knowledge of the Access to Public Records and the Open Meetings Act; skill in records management, proficient in the use of computer software including Microsoft Office; ability to multitask, plan, assign, and supervise, prepare, attend, and transcribe minutes of all Council meetings.

Send resume to:

hr@coventryri.org or

Town of Coventry, Human Resources, 1670 Flat River Road, Coventry, RI 02816,
before February 16, 2018.