



TOWN OF SOUTH KINGSTOWN JOB POSTING

Deputy Town Clerk Office of the Town Clerk

The Town of South Kingstown, a suburban coastal community of approximately 30,000 residents is seeking an experienced professional for the role of Deputy Town Clerk. The Town Clerk's Office is responsible for providing a number of services to the public: ensuring transparency of government, providing administrative support to the Town Council, maintaining and supporting public access to records and archives, and administering local elections. The Town Clerk's Office has six major focus areas: Town Council Records, Land Records Registry, Board of Canvassers, Registry of Vital Statistics, Probate Court, and Business Licenses. The highly visible position of Deputy Town Clerk is responsible for supporting the operations of the Town Clerk's Office and reports directly to the Town Clerk, who serves as Clerk to the Town Council as well as Probate Clerk and Clerk to the Board of Canvassers. The Deputy Town Clerk, in the absence of the Town Clerk is responsible for these functions.

The Deputy Town Clerk performs a variety of routine and complex supervisory, clerical, administrative, and technical work that requires initiative and considerable independent judgement in the application of prescribed policies, procedures and methods. The Deputy Town Clerk plans, organizes, and prepares reports in final draft form including statistical analysis, tabulation, and proofreading as well as prepares council agendas, advertisements, resolutions, and various communications.

Applicants must: possess a thorough knowledge of office management procedures, practices, and systems; have the ability to provide leadership in training and supervising clerical staff; have the ability to apply technical knowledge and exercise independent judgement in carrying out responsibilities according to general policy directives and specific legal requirements; have working knowledge of cash handling and cash reconciliation procedures; have strong general management skills; have strong administrative and organizational skills, with a high level of accuracy and attention to detail; have a demonstrated ability to prioritize tasks and meet deadlines; possess excellent interpersonal, verbal, and written communication skills; establish and maintain successful working relationships with fellow employees, the public, and others in a courteous manner; maintain confidentiality and exercise discretion; function well under pressure and in a fast paced environment; possess strong computer skills in word processing and database management. Candidates possessing thorough knowledge of appropriate laws, regulations, and procedures of a municipal clerk, and knowledge of the Town of South Kingstown's municipal government, Town Charter, and Code of Ordinances preferred.

To be considered, candidates must have an Associate's Degree with five (5) years of progressively responsible municipal experience in a town clerk's office, or an equivalent combination of education and experience. Candidates must either be a Certified Municipal Clerk (CMC), or successfully obtain such designation within three years of hire. Candidates holding Certified Municipal Clerk (CMC) preferred. This full time 35 hour per week position is associated with Non-Union Grade 10, starting at \$32.56 per hour and upon successful completion of a six month probationary period increases to \$33.96 per hour, and includes a comprehensive benefit package as detailed within the Town's Non-Union Employee Benefit Summary. To apply, please submit your required application, cover letter, and resume to jobs@southkingstownri.com or mail to the Personnel Administrator, Town Hall, 180 High Street, Wakefield, RI 02879. Applications are available for download on the Town's website www.southkingstownri.com. Application materials will be accepted through 4:30pm on Monday, November 29, 2021.