

The Town of North Smithfield, RI is pursuing candidates for the position of town clerk. The town clerk is a member of the town's senior management, serves as the secretary of the municipal corporation, as well as the keeper of the entire recorded history of the community. Legal duties and responsibilities are defined by the RI General Laws, Division of Vital Statistics, the State Constitution, the Town Charter and local ordinances. Position requires a bachelor's degree and three to five years of experience; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities. Competence with computer applications in at least word processing and data management are also required. Successful candidate for this position is required to be a member of the Town Clerks Association or be able to become a certified municipal clerk within three (3) years from hire. Forward resumes by US Mail to Town Administrator Gary Ezovski North Smithfield Town Hall PO Box 248 Slatersville, RI 02876 or by email to gezovski@nsmithfieldri.org. No phone calls please. The Town of North Smithfield is an equal opportunity employer.