



## **EMPLOYMENT OPPORTUNITY**

**TOWN CLERK: TOWN OF SMITHFIELD.** Full- time, salaried position with excellent benefits. Position reports to the Town Manager and serves at the pleasure of the Town Council. Responsibilities include: provide notice of Council meetings to members and the public; attend Town Council Meetings and keep a journal of Council proceedings; serves as Clerk for the Board of Canvassers; Municipal & Probate Court and performs other related functions (i.e. recording, indexing, licensing, vital statistics, elections, etc.) as required by Town Charter, Ordinance, State Law. Requirements include: Must possess a Bachelor's degree from an accredited college; a minimum of five years working in municipal government; three years of direct supervisory experience; working knowledge of Microsoft Office; ability to work effectively with employees, public officials and citizens. A team player. Certified Municipal Clerk designation preferred. Salary range is: \$74,500 - \$77,500 (DOQ.) Send resume to: Smithfield Town Hall; Human Resource Dept; 64 Farnum Pike, Smithfield, RI 02917 or email [hr@smithfieldri.com](mailto:hr@smithfieldri.com). Resume must be submitted by January 15, 2021 at 4pm. EOE.