

**TOWN OF NARRAGANSETT, 25 Fifth Avenue, Narragansett, RI 02882**

**Position: Clerk – Town Clerk’s Office**

**Nature of Work:**

The employee in this position will provide clerical support and quality service to taxpayers and the general public while working in the Town Clerk’s Office in the Town of Narragansett. This employee is directly supervised by the Town Clerk.

**Essential Functions:**

1. Provide customer service to the public. The Town Clerk’s Office is the face between the taxpayer/public and the municipality.
2. Complete routine administrative responsibilities including but not limited to letters, reports, correspondences, forms, etc. in a timely and efficient manner.
3. Process land evidence records (record documents) as required per town, state or federal requirements.
4. Process applications for general business and alcohol licenses per town and state requirements.
5. Process applications for certified vital records.
6. Performs other such duties and responsibilities as may be assigned and are consistent with this position.

**Critical Skills, Experience and Knowledge:**

1. Ability to prepare and maintain accurate records and reports.
2. Ability to establish and maintain cooperative working relations with the public and co-workers.
3. Skilled in the use of computer-based systems including but not limited to word processing, spread sheets, and database and web applications.
4. Ability to complete various bookkeeping functions including but not limited to purchasing procedures, payroll procedures, and accounts receivables which include the ability to operate various office equipment.
5. Ability to understand and follow oral and written instructions.

**Minimum Required Qualifications:**

1. HS Diploma or equivalent.
2. One (1) to three (3) years’ work experience in an office environment or courses in general office procedures.

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3. Valid driver’s license, with no offenses which would prohibit or restrict insurability or bonding by any insurance carrier providing the Town coverage may be required.

### **Physical Environment/Working Conditions/Physical Demands**

1. The work environment is typically within an office setting, although the employee may meet with other employees and agencies in an outside (jobsite) environment.
2. The working conditions (light, noise level, temperature, etc. are typical of (primarily) an office setting.
3. The employee may occasionally lift and/or move objects up to twenty-five (25) pounds.
4. Specific physical abilities include close vision and the ability to use computer monitors for long periods of time, as well as the ability to communicate verbally in person and on the telephone.

### **Application Process**

1. Submit resume to the Human Resources Director at [sfairhurst@narragansettri.gov](mailto:sfairhurst@narragansettri.gov).
2. Candidates will be required to pass both a Microsoft Word and Excel exam prior to being considered for an interview.
3. Any candidates not selected for this position will be kept on an active list for consideration for any clerical position openings that arise within six (6) months of the testing date.

**For official, Council approved job descriptions, please see the town website at [www.narragansettri.gov](http://www.narragansettri.gov). All new clerks will start as a Probationary Clerk.**