

**CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY**



CANVASSING CLERK
Pay Grade 29 Starting Salary \$38,750
United Steelworkers Union Affiliation

Job Description: Under the supervision of the Canvassing Administrator, the Canvassing Clerk is a position in the Canvassing Department, the body that administers public elections for the City of East Providence. The Canvassing Clerk performs clerical work including typing, filing, word processing, data entry and retrieval, verification of forms and documents, and researching information. The Canvassing Clerk engages the public in person and over the phone.

Duties And Responsibilities: The Canvassing Clerk performs, but is not limited to the following duties:

- Always maintains confidentiality.
- Receives, reviews, and verifies forms and documents related to public elections.
- Files and catalogs documents and information.
- Researches information related to public elections.
- Addresses concerns of constituents in person and over the phone.
- Processes applications for voter registrations received through the CVRS, the Division of Motor Vehicles, at the counter, through the mail, and at the polling site or the Board of Elections.
- Prepares and sends mail ballot applications to voters.
- Processes the mail ballot applications into CVRS.
- Receives and documents Declaration Papers for candidates.
- Reviews and confirms the verification of signatures on nomination papers.
- Prepares applicable paperwork for election poll worker appointments
- Attends training and seminars at the Board of Elections and Secretary of State's Office.
- Prepares and files all voter registration forms.
- Must be able to work overtime during election season when necessary.
- Other duties related to the Canvassing Authority as required.

Minimum Qualifications & Requirements:

- Completion of high school, or equivalent.
- Three (3) years' experience in clerical work, which have involved typing, data entry and computer use.

- Post high school training or education desirable; or any equivalent combination of experience and training which provides the desired abilities, knowledge, and skills.

Physical Demands: While performing the duties of this job, the employee is required to occasionally lift and/or move up to 20 pounds, such as BOC records.

EXAMINATION WEIGHT

Oral 100 %

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than November 8, 2023, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 10/25/2023