

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



CITY CLERK

(Salary Range Commensurate with Experience)

Unclassified Position

JOB SUMMARY: (Rev. Ords. 1987, § 2-211) (Charter reference - Selection of clerk, § 2-16.)

The City Clerk (clerk) is an appointed officer by the East Providence City Council as outlined in the East Providence City Charter, sections 2-12. The clerk shall give notice of all council meetings, shall keep the journal of its proceedings and shall authenticate by his or her signature and record in full, in a book kept for that purpose, all ordinances and resolutions. The clerk shall also serve and act as probate clerk. The clerk shall continue to have the responsibilities and discharge the same duties as are or may be required or provided for by the laws of the state, this Revision or by other ordinances of the City relative to the office of clerk and clerk of probate court. The City Clerk, per Charter, will report to the City Council.

MISSION:

The mission of the City Clerk's Office is the timely, efficient, accurate and courteous processing, according to federal, state and local laws, of public information and records past and present including vital statistics, business licenses/permits, and dog licenses. This office also houses Probate Court and Municipal Court for the City of East Providence.

OFFICE FUNCTIONS:

The City Clerk's Office is responsible for providing a number of services to the public and consists of a number of divisions including: City Council Records, Land Evidence Records, Registry of Vital Statistics, Licenses/Permits, Probate Court and Municipal Court.

JOB DUTIES:

Responsible for the keeping and maintaining, for public inspection, all records of the City including, but not limited to:

- Prepare agendas and minutes for City Council Meetings and document all transactions of the City Council in a timely manner as may be set by Law or City Council directive;
- Filing all City Council regular and executive session meeting minutes with the Rhode Island Secretary of State or any other agency in a timely manner as required by ordinance or law.
- Maintaining all land evidence records of every kind whatsoever, including:
- all records of personal property mortgages, attachments, assignments, lis pendens notices, conditional sales, and liens of every kind whatsoever that are now or shall hereafter be required or permitted to be recorded in a public place in charge of or under the control, custody, or supervision of any officer of the City;
- all records of the probate and municipal courts;

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- all records of births, marriages and deaths;
- all records of removals;
- all records of trade names;
- such other records/documents as shall, by ordinance or laws of the state, be required to be kept by the City Clerk;
- He or she shall issue all marriage licenses, burial permits, and such other licenses or permits as by ordinance or laws of the state shall be required to be issued by the City Clerk;
- He or she shall supervise and work closely with the Deputy Clerk and other employees of the Clerk's office to ensure the smooth operation of related municipal services;
- He or she shall work collaboratively with the City administration and all Department Directors to provide records and documents necessary for the efficient operation of City government and expect the same in return;
- He or she shall perform such other duties as may be required by City ordinance or laws of Rhode Island.

JOB REQUIREMENTS:

- Knowledge of government administration and office policies, practices and procedures preferred.
- High degree of interpersonal communication skills.
- Proficiency in Microsoft Office Suite (Word, PowerPoint and Excel) preferred.
- Basic knowledge of "Zoom" type platforms and similar means of virtual access to public meetings.
- Ability to work effectively and communicate on a day-to-day basis with the public, supervisors, support personnel and City Staff.
- Ability to organize work according to standard office procedures.
- Documentation of professional degrees, certificates, related experiences, etc., which would be beneficial to the job descriptions as outlined herein, are preferred.
- Any combination of appropriate experience, professional certifications, prior employment, or other documented submissions which would enhance an applicant's ability to perform duties as City Clerk.

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

Please submit Application and resume online. The application process will remain open until filled

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

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