TOWN OF EXETER
NOTICE OF VACANCY

ELECTIONS ADMINISTRATOR/CLERK

The Town of Exeter seeks a qualified individual to serve as Elections Administrator/Clerk.

Job responsibilities include, but are not limited to: preparation and posting of meeting agenda; transcription of meeting minutes; accepting, maintaining, and recording voter registrations; maintaining voter records and voter roll; working with the Board of Canvassers including preparing for and running elections and ensuring that all subsequent follow up is completed; working with the Board of Elections and Secretary of State’s Office as needed; staying abreast of new voting and election systems, procedures, and legal updates; and assisting other offices with duties as assigned.

Qualifications include, but are not limited to: high school diploma; ability to effectively interact with public and staff; experience with computers and navigating the internet; knowledge of Microsoft Office, Word, Excel, and Outlook and ability to learn and work with new programs (State election and voting programs); previous administrative, secretarial, accounting, payables, and general office management experience preferred.

This is a part-time position (20 hours per week). Extra hours may be required as needed. Salary is as approved at the annual Financial Town Meeting.

Interested candidates should forward a letter of interest and resume to the attention of the Exeter Town Clerk, 675 Ten Rod Road, Exeter, RI 02822.

Lynn M. Hawkins, CMC
Exeter Town Clerk

THIS VACANCY WILL POST UNTIL FILLED