

**DEPARTMENT HEADS AND DIVISION CHIEFS  
PLEASE POST ON YOUR BULLETIN BOARDS**

**PROMOTIONAL/EMPLOYMENT OPPORTUNITY**

**Vacancy No.** 089-3

**Title of Position** Deputy City Clerk

Vacancy exists in the City Clerk Department

**Salary Range** \$46,350 - \$61,800

**Date Posted** March 29, 2016

**Deadline for Applying** April 11, 2016

**Remarks** This is a Classified/Exempt Position

Examination Weight: 100% Education & Experience

**Statement of Duties**

Under the general supervision of the City Clerk will assist in the day to day operations of the City Clerk's Office by performing the following duties; Prepare and record correspondence relative to the City Council's business and Probate Court proceedings; act in a supervisory capacity with respect to all departmental functions including but not limited to Municipal Court, Probate Court, and City Council functions including attendance at night meetings in the absence of the City Clerk; prepare weekly payroll and maintain associated records; submit requests for requisition and purchase orders; issue certified copies of official records, i.e vital statistics, probate and land evidence; provide information to the general public, banking officials and attorneys regarding land evidence records and procedures; maintain and track all public request forms; issue marriage, fishing, hunting licenses in accordance with state and local laws; issue and maintain dog licenses and records and answer inquiries regarding policies, procedures and regulations relating to dog licensing; prepare monthly reports for all departments within the City Clerk's office and perform all other such duties and responsibilities as may be assigned and are consistent with this position.

**Education & Experience**

Associate's degree (A.A.) or equivalent from two-year college or technical school; supplemented with three years of work experience in an office environment with a minimum two years in a supervisory capacity; or any equivalent combination of education and experience. Must be knowledgeable in the use of computers and possess excellent communication skills both verbal and written. Knowledge of records management practices, Rhode Island laws, locals laws and ordinances including Open Meetings and Public Records Act a plus.

**Special Remarks**

All applicants will be subject to a background criminal check prior to employment. Negative findings may prevent applicants from being considered.

T.D.D.: 739-9150

Telecommunications for the Deaf

**The City of Warwick is an Equal Opportunity Employer**