TOWN OF WEST GREENWICH

The Town of West Greenwich is now accepting resumes for the following positions:

ASSISTANT TO THE TOWN CLERK

Full time, hourly clerk to work in the Town Clerk's Office. Responsibilities include but not limited to: recording documents & maintaining the contents of the land evidence vault, process vital records, transfer station passes, dog licenses, business licensing, weekly & monthly reporting along with typing, filing & data entry. At times, will assist other departments as necessary.

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE

Full time, administrative assistant to the Chief of Police. Responsibilities include but not limited to: weekly payroll, budgeting, attendance management, plan, organize and perform the clerical and office activities of the police department, handle correspondence, prepare monthly and annual reports, requisition of office supplies and equipment, maintain and prepare the Chief's daily schedule and agenda. Knowledge of Police Information and management system as well as computer aided dispatch system is preferred. Prior to appointment, applicant must pass an extensive law enforcement background investigation.

Individuals who wish to be considered for either position by the Town of West Greenwich must meet the following general requirements:

Word and Excel computer programs
Good communication skills
Excellent customer service skills & attention to detail is a must

Interested persons may submit a detailed resume along with references and other pertinent information to the West Greenwich Town Clerk, 280 Victory Highway, West Greenwich, RI 02817 by August 12, 2021 at 4:00 P.M.
The Town of West Greenwich is an Equal Opportunity Employer.