



Town of Richmond, Rhode Island

5 Richmond Townhouse Road, Wyoming, RI 02898

(401) 539-9000 x1 Fax: (401) 539-1089

www.richmondri.gov

DEPUTY TOWN CLERK – TOWN OF RICHMOND

The Town of Richmond is seeking qualified applicants for the position of Deputy Town Clerk. This role is integral to the daily operations of the Town Clerk's Office and provides essential support to the Town Council, Board of Licensing, Probate Court, and other municipal functions.

Key Duties and Responsibilities:

- Assist in recording and maintaining all proceedings and official acts of the Town Council.
- Serve as Deputy Clerk of the Board of Licensing and Probate Court.
- Serve as the Municipal Court Clerk for the Town.
- Record and maintain deeds and other documents in accordance with Rhode Island state law.
- Issue birth and death certificates, marriage licenses, and maintain a record of vital statistics.
- Serve as Deputy Custodian of the Town Seal and all official Town documents and records.
- Issue licenses and collect fees as required by state law and local ordinances.
- Act as the Town Clerk in the absence of the Town Clerk.
- Attend Town Council Meetings when requested.
- Support Election Day functions of the office.
- Undertake any other responsibilities assigned to the Town Clerk by state law, local ordinance, or Town Charter.

Qualifications:

- Strong administrative and computer skills.
- Strong customer service skills.
- Self-motivated and capable of working independently, particularly as Municipal Court is newly formed..
- Preference given to applicants with prior municipal office experience, preferably in a Town Clerk's Office or Municipal Court Clerk role.

Work Schedule

- Regular Hours: Monday through Friday, 9:00 a.m. – 4:00 p.m.(1 hour lunch unpaid)
- Additional Hours: Attendance at evening meetings and extended days due to elections, as required.

Salary and Benefits

- Hourly rate of \$27 to \$32, commensurate with experience
- Benefits: Full benefits package including health insurance, dental coverage, vacation, and sick leave

Please send résumé, cover letter, and a list of three references to Town Administrator Erin Liese at townadministrator@richmondri.gov. Materials should be received no later than 4:00 p.m. on March 23, 2026.

Questions can be addressed to Town Clerk Tanguay at 401-491-9631 or by email at twnclerk@richmondri.gov.