TOWN OF CHARLESTOWN
DEPUTY TOWN CLERK
Full-Time Position

The Town of Charlestown is seeking a motivated, organized, and detail-oriented professional to join its Town Clerk's Office as Deputy Town Clerk.

This is a busy, public-facing office responsible for a wide range of municipal functions, including elections, public meetings, vital records, licensing, probate, and land evidence. The ideal candidate will demonstrate initiative, sound judgment, strong communication and organizational skills, and the ability to manage competing priorities while maintaining accuracy and professionalism.

The successful candidate must be able to work independently and collaboratively as part of a small team, with a commitment to cross-training, shared responsibilities, and excellent public service.

This is a full-time position with a starting salary of $60,105.00.

For a complete job description, qualifications, and application materials, visit www.charlestownri.gov.

Interested applicants should submit a completed Town employment application and résumé to:
Office of the Town Clerk
Town of Charlestown
4540 South County Trail
Charlestown, RI 02813

Application Deadline: November 20, 2026

The Town of Charlestown is an Equal Opportunity Employer.

Jeffrey S. Allen
Town Administrator

Advertised in the Westerly Sun: Oct 31, Nov 4, 7, 11, 14, 18, 2026

Created April 2024

TOWN OF CHARLESTOWN

JOB DESCRIPTION

Position Title: **Deputy Town Clerk**

Department Position Located: **Town Clerk's Office**

Reports To: **Town Clerk**

Full-Time **X**

Part-Time ☐

Classification: (Check which union applies)

☐ Police Dispatchers Laborers' International Union of North America, Local Union 808
X Teamsters Local Union 251
☐ Memorandum of Understanding Charlestown Professional Management Association
☐ Collective Bargaining Agreement – Washington County Fraternal Order of Police
☐ Not Applicable

***Per The Town Charter of the Town of Charlestown, §C-51. B:**

There shall be a Deputy Town Clerk who shall be appointed by the Council upon the recommendation of the Town Clerk and the Administrator. In the absence of the Town Clerk, the Deputy shall perform all the duties which are incumbent on the Town Clerk. Nothing shall preclude the Town Clerk from selecting a Deputy Town Clerk for Elections.

SUMMARY OF POSITION: Under the general supervision of the Town Clerk, will provide a wide range of responsible and confidential administrative duties and technical work for the Town Clerk requiring initiative and independent judgment.

DUTIES AND RESPONSIBILITIES include but are not limited to the following, other duties may be assigned.

Council

- Act as backup Clerk to the Town Council.
- Administer the oath of office to appointed and elected officials.
- Assist the Town Clerk in managing and serving as custodian of official town records and public documents including land evidence, elections, vital records, and Town Council records.

Town Seal

- Act as the Custodian of the Town Seal and the Probate Seal in the absence of the Town Clerk

Probate

- Serve as Assistant Probate Clerk
- Draft and maintain Probate minutes.
- Prepare Probate dockets and backup documentation.
- Prepare and advertise legal notices.
- Issue Probate forms and answer probate questions.

Elections

- Assist the Town Clerk in preparing, coordinating, and performing all aspects of conducting local and state referenda, and special, primary, and general elections.

Recording

- Record land evidence records, both in person or electronically, including indexing and scanning of the records.
- Assist the public in obtaining copies of recorded documents, i.e., deeds, mortgages, easements, maps, etc.

Licensing

- Maintain Business Licenses and renewal notices.
- License residents' dogs and issue renewal notices.
- Work with the Animal Control Officer to purchase annual dog tags.

Public Records

- Prepare and issue certified copies of Vital Records (Birth, Death, and Marriage Certificates), both in person and electronically.
- Prepare and issue Marriage Licenses.
- Assist the public with genealogy.
- Serve as an alternate contact for all Boards, Commissions, and Committees: post agendas and minutes as required by the Open Meetings Act
- Prepare agendas and minutes as needed.

Other

- Serve as a contact person for the Town Clerk's Office and provide routine and general information to the general public or other individuals whether In person, on the phone, or electronically.
- Tend to the public counter: selling beach passes, CRCC passes, hunting and fishing licenses, and yard sale permits.
- Prepare various communications including letters, emails, notices, and reports.
- Prepare end-of-month reports due to State and Town offices.
- Assist the Harbormaster with processing payments and clerical duties.
- Maintain the Town calendar, both in-house and on the website.
- Assist the Town Clerk when needed on various projects.
- Provide clerical assistance to other Town Departments when required or necessary, including but not limited to meetings, minutes, and basic clerical duties.
- Perform related work as required by the Town Clerk.

OTHER SPECIAL REQUIREMENTS

- Will be required to keep abreast of new laws pertaining to the Town Clerk's Office, procedures, and requirements, including the Open Meetings Law.
- Will be required to attend night meetings.
- Will serve as a Notary Public.
- Will be required to maintain confidentiality as required by law.
- Will be required to attend seminars and workshops specifically related to the function of the Town Clerk's Office.
- Will maintain professional memberships and continued training and education through IIMC and RITCCA, which includes attendance at related meetings, seminars, and conferences.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

SUPERVISORY RESPONSIBILITIES: In the absence of the Town Clerk, this position will assume the supervisory responsibilities of the Town Clerk.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE: Graduate from a recognized high school or obtain a General Education Diploma (GED) supplemented with at least three years of work experience in an office environment preferably in a municipal setting. Must have excellent computer skills and be knowledgeable with Microsoft Office Suite.

SPECIAL SKILLS AND REQUIREMENTS:

- Excellent oral and written communication skills.
- Excellent interpersonal skills to establish and maintain effective work relationships.
- Excellent organizational skills; able to prioritize; be detail-oriented, with the ability to multitask.
- Excellent use of the English language, grammar, punctuation, and spelling skills.
- Ability to perform highly responsible and complex secretarial duties.
- Familiar with office methods, techniques, and practices.
- Ability to perform basic math and accounting calculations.
- Ability to interpret and apply Town rules, laws, and policies independently.
- Ability to understand and follow complex oral and written instructions.

DISCLAIMER: The employee must be able to perform the essential functions of the position satisfactorily; and if requested, reasonable accommodations will be made to enable the employee with disabilities to perform the essential functions of their job, absent any undue hardship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential duties of the position.

While performing the duties of this position, considerable time will be spent in an office environment. The employee will be required to use hands and fingers to handle or feel, to talk, and to hear. The employee will be required to sit, stand, walk, reach with hands and arms; bend, stoop, kneel, and crouch. The employee will be required to lift up to 25 pounds.

Specific vision abilities required for this position include close, distance, color, peripheral, depth perception vision, and the ability to focus.

The noise level in the work environment is usually moderate.

Prepared By: Amy R. Weinreich **Date:** April 24, 2024

Approved By: Amy Rose Weinreich CMC **Date:** April 24, 2024