



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	SENIOR CLERK TYPIST
Posting Date:	Tuesday, August 12, 2025
Closing Date:	Monday, August 25, 2025
Department:	Canvassing
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none">• Assists customers and answer questions, regarding election processes and protocols, in accordance with State and Federal laws.• Assists department with primary and general elections.• Receives, processes, scans and updates all applications for voter registration.• Purges records through Electronic Registration Information Center (ERIC) reports; purges files of cancelled voters in accordance with the RI Records Retention schedule.• Check records for Jury Challenge, duplicates and felonies.• Maintains complex filing system.• Performs as a Notary Public.• Compiles voter information reports as requested.• Works with State agencies (i.e. Secretary of State; Board of Elections) and attends trainings as needed and assigned.• Updates street addresses and ranges using the Central Voter Registration System (CVRS) to maintain accurate records.• Actively cancels and updates voter registration records which have been inactive for two (2) Federal Elections as well as cancels deceased voter records in accordance with standard procedures.
Minimum Entrance Qualifications:	<ul style="list-style-type: none">• High school graduate with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.• Ability to obtain Notary Public certification after appointment.• Thorough working knowledge of office procedures and machines; working knowledge of personal computers and office software applications (i.e. word processing and spread sheet); working knowledge of State and/or Federal laws applicable to the operation of the Canvassing department.• Ability to meet and deal with the public effectively and appropriately; ability to communicate clearly, both orally and in writing; ability to use more than ordinary courtesy, tact, and diplomacy to resolve complaints or deal with hostile, uncooperative or uninformed persons; may furnish the public with routine information such as meeting agendas or departmental procedures; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records in a timely and accurate manner; ability to deal appropriately with city employees, city officials and the public.

**Minimum Entrance
Qualifications: (continued)**

- Effective organizational skills; proficient data processing skills in the use of personal computers and office software including word processing, database management, the internet and spreadsheet applications.

Pay and Hours Per Week

Union/Grade: U2
Minimum Salary: \$22.46/hour*
Maximum Salary: \$26.25/hour*
Hours per week: 40
*7/1/2023 Rates

Submit the completed application to:

**Director of Human Resources
City Hall – 43 Broadway
Newport, Rhode Island 02840
HR@CityofNewport.com**

An Equal Opportunity and Affirmative Action Employer

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE CITY'S WEBSITE. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, RECEIVED AFTER THE CLOSING DATE OR POST-MARKED AFTER THE CLOSING DATE.

www.cityofnewport.com/jobs

Tel: (401) 845-5393

Fax (401) 845-9364