



TEMPORARY EMPLOYMENT

CANVASSING EARLY VOTING CLERK

Summary of Job Duties

- Assisting voters cast ballots for the 2022 election Early Voting periods.
- Preparing applicable paperwork for Early voting record keeping.
- Routinely completes office forms and documents as well as provides data entry into computer system.
- Performs similar or related clerical duties and uses modern-day office equipment.
- Must be available to work both 2022 Work Periods



**NOW HIRING!
APPLY TODAY**

2022 WORK PERIODS
Mid-August thru mid-September
Min-October thru early November

Rate of Pay DOQ:
UP TO \$14.00
HOURLY

Monday – Friday
8:30 am to 4:30 pm
40 Hours Per Week

Poll Working
Experience Highly
Desired

APPLY TODAY TO

**HUMAN
RESOURCES**

c/o Newport City Hall
43 Broadway
Newport, RI 02840
401-845-5444