



TEMPORARY EMPLOYMENT CANVASSING OFFICE CLERK

Summary of Job Duties

- Process applications for ballots received online, at the counter, through the mail, or from the Board of Elections.
- Assist voters in person, through Email or on the telephone.
- Assisting voters cast ballots for the 2020 election Emergency voting periods.
- Preparing applicable paperwork for Emergency voting record keeping.
- Routinely copies and files 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.



**NOW HIRING!
APPLY TODAY**

2020 WORK PERIODS

*early to late April
mid-August thru early September
mid-October thru early November*

**Rate of Pay DOQ:
UP TO \$15.00
HOURLY**

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

**Office & Customer
Service Experience
Highly Desired**

APPLY TODAY TO

**HUMAN
RESOURCES**

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

EOE/AA