



Registrar and Clerk Board of Canvassers Town of Westerly

External Posting March 12, 2024

The Town of Westerly is looking to fill the position of Registrar and Clerk Board of Canvassers for the Town Clerk Department. Under the general direction of the Town Clerk and Board of Canvassers, the Registrar is responsible for the day-to-day operation, as well as long-term planning for the town's Federal, State, and Municipal elections in accordance with regulations.

Position Overview:

- Maintains voter records through the Central Voter Registry System (CVRS).
- Keeps abreast of new elections, laws and procedures.
- Prepares, coordinates, and performs all aspects for conducting local and state referenda, Special, Primary and General Elections.
- Prepares and processes all documents necessary to conduct an election.
- Secures polling locations and sets up same; notifies election officials of their assignments and conducts training as needed.
- Prepares warrants, coordinates with Board of Elections and Office of Secretary of States.
- Prepares and posts agendas for Board of Canvassers' meetings; attends, records, and prepares minutes for said meetings.
- Attends training seminars at the State Board of Elections and Office of the Secretary of State.
- Maintains voter records and update voter information through the State Central Voter Registry System.
- Processes the jury commissioner list and the National Change of Address notices
- Maintains the Town's website with all election information.
- Attends user group training in preparation for elections.
- Prepares Town Clerk monthly reports and bi-weekly staff attendance report for payroll.
- Prepares budget for the Canvassing Department.
- Notary Public.
- Maintains safe working conditions and reports any incidence which might conflict with Town safety procedures and policies.
- Other duties and projects as assigned.

Qualifications & Experience:

- High School Diploma, supplemented by a College Degree, or a Degree/Certificate in Paralegal Studies, or course work in Management, Public Administration, Law, or commercial studies, or related field.
- Minimum of six (6) months of experience in a related field.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

Licenses and Certifications:

- A valid driver's license.
- RI Notary Public Commission or ability to obtain one within six (6) months of hire.

Salary ranges from \$55,000 - \$62,000 a year

Selection Process: Interested applicants must submit their resume and application to HR@westerlyri.gov

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.