

**TOWN OF WEST GREENWICH  
NOTICE OF VACANCY**

The Town of West Greenwich is now accepting resumes for a part time Floating Clerk position to work in the Planning, Building, Tax Collections and Town Clerk's Office. Individuals who wish to be considered for this position by the Town of West Greenwich must meet the following general requirements:

Proficient in Word 2010 and Excel computer programs  
Possess customer service skills.

The position involves editing documents, filing/typing and coordination between various Town departments.

Interested persons may submit a detailed resume along with references and other pertinent information to the West Greenwich Town Clerk, 280 Victory Highway, West Greenwich, RI 02817 by November 4, 2016 at 4:00 P.M.

The Town of West Greenwich is an Equal Opportunity Employer.