

City of East Providence
Employment Opportunity



TEMPORARY TREASURY CLERK

Seasonal Position

Temporary summer clerk needed in the Tax Collector's office. Duties include remailing tax bills, general office work including opening the mail. Proficiency in Excel is required.

Start date: June 20, 2016

Salary \$10.00 per hour

Monday – Friday / 35 Hours Week-approximately (1) one week

East Providence Residents will be given preference in hiring.

Applications may be obtained at East Providence City Hall, Human Resources Office, 145 Taunton Avenue, East Providence RI 02914, by **4:00 pm on June 17, 2016**. No phone calls, please.

ADA/AA/EEOC EMPLOYER

Revised 6/7/2016