



CITY OF WOONSOCKET, RHODE ISLAND
PERSONNEL OFFICE

REAL ESTATE TRANSFER CLERK
Employment Advertisement

The City of Woonsocket, Rhode Island is conducting a search for a Real Estate Transfer Clerk. Reporting to the Tax Assessor for the City of Woonsocket, the duties of the Real Estate Transfer Clerk include, but are not limited to, the following: accurate updating of all internal records pertaining to real estate transfers; reviews for accuracy all data that pertains to transfer of ownership of real estate; updates and maintains current address files; records real estate transfer documentation into OPAL/VISION computer software program. The potential applicant for the Real Estate Transfer position must be taxpayer service oriented with a pleasant demeanor and excellent telephone skills. Additionally, he/she must be organized, able to research and answer all taxpayer questions within a reasonable timeframe, and work with the other members of the Department in a professional manner especially in busy times during the year. The person in this position must be a high school graduate or GED equivalent, knowledgeable of Microsoft/Excel software programs, and have at least three (3) years of clerical office experience relative to real estate issues.

We offer a competitive benefit and compensation package. For more information on this position including a full position description and application, please visit the Employment Opportunities section on the City of Woonsocket website at www.woonsocketri.org. Please forward your completed application and resume to Mark Ferguson, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895; you may send your employment information electronically to mferguson@woonsocketri.org.

Salary: \$568.84 to \$605.12 per week.

Union: Local 670, M22A

Hours: 35 hours per week.

Closing Date: Thursday, October 20, 2016

An Equal Opportunity Employer