

TOWN OF TIVERTON

**SEEKING APPLICANTS FOR
PART TIME CODE ENFORCEMENT/PLANNING CLERK**

The Town of Tiverton is currently seeking a qualified person to work in a part-time capacity as a Code Enforcement/Planning clerk in the Building Official's office. The qualified person must have a High School Diploma and possess a wide range of computer skills, including knowledge of Microsoft Excel, and Word. This position requires a high attention to detail, good communication and telephone skills, problem solving and an ability to multitask. This position is scheduled for 19 hours per week. Application and job description are also available on Tiverton website www.tiverton.ri.gov.

Interested candidates should forward applications and resumes, to be received no later than 4:00 p.m. Friday, July 21, 2017 in sealed envelopes, Attn: Personnel Board, P.O. Box 38, Tiverton, Rhode Island 02878.

Tiverton is an Affirmative Action/Equal Opportunity Employer