

Town & City Clerks in Rhode Island

- **Elected vs. Appointed:**
A Listing of All 39 Cities & Towns
- **Positions Appointed by the Town or City Clerk:**
Selected Home Rule Charter Provisions
- **Duties & Responsibilities:** By Major Function

Rhode Island Town & City Clerks

Elected vs. Appointed

Elected Town Clerks

1. Bristol
2. Exeter
3. Foster
4. Glocester
5. Hopkinton
6. Little Compton
7. Portsmouth
8. Richmond
9. Scituate
10. Tiverton
11. West Greenwich

Appointed by City/Town Council

1. Charlestown*
 2. Cranston
 3. East Providence
 4. North Providence
 5. Providence
 6. Smithfield
 7. West Warwick
 8. Woonsocket
- *Upon Recommendation
of Chief Executive

Appointed by Chief Executive

1. Barrington
2. Burrillville*
3. Central Falls*
4. Coventry
5. Cumberland*
6. East Greenwich*
7. Jamestown
8. Johnston
9. Lincoln*
10. Middletown*
11. Narragansett
12. New Shoreham*
13. Newport
14. North Kingstown*
15. North Smithfield*
16. Pawtucket
17. South Kingstown*
18. Warren
19. Warwick*
20. Westerly*

*With Council Approval

Selected Home Rule Charter Provisions Regarding City & Town Clerks

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| Bristol: | The town clerk, with the approval of the town council, appoints a deputy town clerk. |
| Central Falls: | City clerk serves as purchasing agent. |
| Coventry: | The town clerk appoints the deputy town clerk. |
| Cranston: | The city clerk appoints a clerk of committees. |
| Cumberland: | Town clerk and deputy town clerk are appointed for two-year terms. |
| Exeter: | The town clerk shall serve as the purchasing officer. The town clerk may appoint a deputy town clerk with the approval of the town council. |
| Foster: | The town clerk appoints the deputy town clerk, with the approval of the town council. The town clerk is also the director of the department of administration. |
| Glocester: | Town clerk appoints a deputy town clerk. |
| Hopkinton: | The town clerk may serve as or may assign to another: the Clerk of the Financial Town Meeting, Clerk of the Town Council, Clerk of the Probate Court, Clerk of the Zoning Board, Clerk of Planning Board, Clerk of the Board of Canvassers and the Recorder of Deeds. Town clerk appoints a deputy town clerk. |
| Jamestown: | The town clerk shall serve as probate clerk; if he is unable to serve, the deputy town clerk may serve in his stead. |
| Little Compton: | Town clerk appoints a deputy town clerk with the approval of the council. |
| New Shoreham: | Town clerk may appoint a deputy town clerk with council approval. |
| Newport: | Except as otherwise provided by this charter, the manager shall appoint all administrative officers and heads of departments including the city clerk and probate clerk. |
| Providence: | City clerk appoints the city archivist. |
| South Kingstown: | The town clerk appoints the deputy town clerk. |
| West Greenwich: | The town clerk may employ a deputy town clerk with town council approval. |
| West Warwick: | There may be appointed a deputy town clerk. |
| Woonsocket: | The city clerk or the city clerk's designee shall assume all the duties of the clerk of the municipal court. |

Rhode Island Town & City Clerks Duties & Responsibilities

| City/Town | Council Clerk | Land Evidence | Probate | Vital Records | License & Permits | Elections |
|------------------|---------------|---------------|---------|---------------|-------------------|-----------|
| Barrington | • | • | • | • | • | • |
| Bristol | • | • | • | • | • | • |
| Burrillville | • | • | • | • | • | • |
| Charlestown | • | • | • | • | • | • |
| Cumberland | • | • | • | • | • | • |
| East Greenwich | • | • | • | • | • | • |
| Exeter | • | • | • | • | • | • |
| Foster | • | • | • | • | • | • |
| Glocester | • | • | • | • | • | • |
| Hopkinton | • | • | • | • | • | • |
| Jamestown | • | • | • | • | • | • |
| Lincoln | • | • | • | • | • | • |
| Little Compton | • | • | • | • | • | • |
| Middletown | • | • | • | • | • | • |
| Narragansett | • | • | • | • | • | • |
| New Shoreham | • | • | • | • | • | • |
| North Kingstown | • | • | • | • | • | • |
| North Smithfield | • | • | • | • | • | • |
| Richmond | • | • | • | • | • | • |
| Scituate | • | • | • | • | • | • |
| Smithfield | • | • | • | • | • | • |
| South Kingstown | • | • | • | • | • | • |
| Tiverton | • | • | • | • | • | • |
| Warren | • | • | • | • | • | • |
| West Greenwich | • | • | • | • | • | • |
| West Warwick | • | • | • | • | • | • |
| Westerly | • | • | • | • | • | • |
| Central Falls | • | • | • | • | • | |
| Coventry | • | • | • | • | • | |
| Cranston | • | • | • | • | • | |
| East Providence | • | • | • | • | • | |
| Johnston | • | • | • | • | • | |
| Newport | • | • | • | • | • | |
| No. Providence | • | • | • | • | • | |
| Pawtucket | • | • | • | • | • | |
| Portsmouth | • | • | • | • | • | |
| Woonsocket | • | • | • | • | • | |
| Warwick | • | • | • | • | | |
| Providence | • | | | | | |