



# Town of Exeter, Rhode Island

**Lynn M. Hawkins, CMC**

Town Clerk  
Council Clerk  
Probate Clerk

Email: [clerk@town.exeter.ri.us](mailto:clerk@town.exeter.ri.us)

675 Ten Rod Road  
Exeter, R.I. 02822

401-294-3891

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## **TOWN OF EXETER NOTICE OF VACANCIES**

### **PERSONNEL BOARD MEMBERS**

**The Town of Exeter is currently seeking Exeter residents to fill five vacant seats on the Town of Exeter's Personnel Board.**

**This is a volunteer position and is a five-year term. The duties of the Personnel Board shall include preparing personnel policies and procedures for review and consideration by the Town Council, which includes developing job descriptions and qualifications, defining conditions of employment, and preparing a personnel handbook; reviewing personnel policies and procedures annually; and carrying out such additional responsibilities as prescribed in State law or requested by the Town Council.**

**Interested candidates should send a letter of interest and resume to the attention of the Exeter Town Clerk, 675 Ten Rod Road, Exeter, RI 02822. For more information, please call (401) 294-3891.**

**Lynn M. Hawkins, CMC  
Exeter Town Clerk**

**Posted: Exeter Clerk's Office, Exeter Public Library,  
Exeter Post Office, and Slocum Post Office**