

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**CLERK TYPIST II PUBLIC BUILDING/ZONING**

**Pay Grade 29 (\$38,366 - \$45,696)**

**UNITED STEELWORKERS UNION**

**CLASS DESCRIPTION**

Perform varied clerical, administrative, secretarial and support tasks required to assure the effective and efficient operation of the Building Inspection and Zoning office. The job requires the use of good judgement in the application of prescribed procedures and methods in routine zoning matters. Depending on the nature of the assignment, the work may be done under close or general supervision. Handling complex problems and assuring the effective coordination of office work and inspections, providing customer assistance, answer telephones and receive the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Receive, open, and distribute mail and other related material.
2. Review accounts, reports and other documents to ensure accuracy and conformity with established procedures.
3. Cross index and file documents and correspondence alphabetically, numerically and/or by predetermined classification. Search and locate file material as required.
4. Receive zoning applications and permits. Answer inquiries according to established departmental policy.
5. Operate listed office machines as required.
6. Answer telephone and give general information in response to public or official inquiries.
7. Compose, type, and edit correspondence, reports, memoranda, and other material.
8. Maintain office supply inventory and restocking as required.
9. Type zoning notices of violation (NOV), Zoning Board of Review Notices, meeting agendas and minutes.
10. Collect and record fees for variances, special use permits, and appeal applications. Calculate and collect CE/ADA and Radon fees; submit fees to the State Building Commissioners Office and Rhode Island Department of Health respectively.
11. Type, edit and process Building Code and Minimum Housing and Ordinance Violations.
12. Type correspondence for advertisement notices; license approval; requisitions; vouchers; and statistical reports. Fill out and submit claim vouchers. Perform related work as required.
13. Track work progress and identify backlogs or related problems. Assist supervisor in adjusting work accordingly.
14. Serves as advisor on complex or difficult problems and/or handles the complex features of the work as they arise. Ability to determine when problems should be escalated to supervisor.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Working knowledge of computers and electronic data processing.
2. Working knowledge of modern office practices and procedures.
3. Skills in operation of listed tools and equipment.
4. Ability to effectively meet and communicate with the public requiring courtesy, discretion, and sound judgement.
5. Ability to make relatively complex mathematical computations accurately and efficiently.
6. Ability to make minor decisions in accordance with laws, ordinances, regulations and established organizational policies.
7. Some knowledge of basic bookkeeping.
8. OpenGov software desired.

## **Minimum qualifications**

### ***Education and Experience:***

High School diploma, and qualification in typing and word processing. A minimum of three (3) years of progressively responsible clerical/secretarial experience. Qualification in typing and word processing with a high degree of accuracy at a fair rate of speed; or any equivalent combination of experience and training necessary to meet the desired knowledge, skills and abilities of the job.

## **TOOLS AND EQUIPMENT USED**

Telephone; personal computer including word processing, spreadsheet and database software; copy machine; calculator; and other relevant office equipment necessary to perform the job functions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. They employee is occasionally required to walk, stoop, bend, kneel, or use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **Work environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **EXAMINATION WEIGHT**

**Oral 100 %**

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)



***Application and resume must be submitted no later than April 25, 2023, by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

POSTED 04/11/2023