

**CITY OF EAST PROVIDENCE  
EMPLOYMENT OPPORTUNITY**



**CLERK TYPIST II-HIGHWAY**

**Pay Grade 31 (\$42,186-49,847)  
Steelworkers Union Local 15509**

Performs responsible and varied clerical work including typing and computer use. The work requires the exercise of judgment in the application of prescribed procedures and methods in routine office matters. Depending upon the nature of the assignment, the work may be done under close or general supervision and may be checked by a supervisor. Performs related work as required.

**Responsibilities (intended to be representative and not necessarily inclusive):**

- Receives, opens and distributes all mail and attaches related material.
- Reviews simple accounts, reports and other documents for completeness, accuracy and conformity with established procedures.
- Cross-indexes and files documents and correspondence alphabetically, numerically or by some other predetermined classification. Searches and locates file material. Serves as desk clerk in issuing and receiving applications and permits and answers inquiries according to established departmental policy.
- Operates adding machine, calculator, computer terminal, and other office equipment. Answers telephone and gives general information in response to public or official queries. Proofreads typewritten and printed materials.
- Assembles a variety of data from office records and incorporates into various reports. Maintains department personnel records, leave records and completes payroll information. Maintains a record of department expenditures, checks invoices for payment, checks shipments received; maintains inventory of office supplies, restocking as needed.
- **Must** be able to work long/extended hours during snow storms to conduct safe snow removal operations.

**Desired Abilities, Knowledge and Skills**

- Knowledge of office terminology, procedures and equipment and of business arithmetic and English. Some knowledge of elementary bookkeeping.
- Ability to maintain complex clerical records and prepare reports from such records.
- Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Ability to type from clear copy or rough draft at an average rate of speed.

- Ability to work with other staff. Ability to handle office operations even in the absence of the director or other supervisor. Ability to meet and assist the public in a pleasant manner.
- Able to multitask in a busy environment, can work effectively with legal deadlines and has excellent attention to details.

### **Minimum Qualifications**

- One-year experience in clerical work, which shall have involved typing and computer use and completion of high school, post high school training or education desirable; types with a high degree of accuracy and at a fair rate of speed; or any equivalent combination of experience and training which provides the desired abilities, knowledge and skills.

### **EXAMINATION WEIGHT**

100% Oral

**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 August 16, 2022.**

***East Providence residents encouraged to apply. Residency points given per City Ordinance.***

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, gender, sexual orientation, religion, age or disability in employment or the provision of services.

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

Posted 08/02/2022