

**CITY OF EAST PROVIDENCE  
EMPLOYMENT OPPORTUNITY**



**ASSISTANT CITY SERGEANT**

**Part Time, \$17/hour during Municipal Court Sessions**

**JOB DESCRIPTION:** This position performs a range of duties during sessions of Municipal Court, which takes place on Thursday evenings. This ideal candidate requires the ability to work well with the general public and help create a safe and efficient Municipal Court sessions. Duties include general security and supervision of a security apparatus (metal detector), engagement with members of the public, collaboration with the Municipal Court Judge, City Sergeant, Municipal Court Administrator, and city personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collaborate with Municipal Court Judge, City Sergeant, and city personnel
- Engage with members of the public in a professional manner
- Operate a security apparatus (metal detector) at the entrance of the Municipal Courtroom
- Maintain order in the courtroom when needed
- Help resolve conflicts that may arise during court sessions
- Other duties related to the effective operation of Municipal Court

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate the security apparatus (metal detector).
- Ability to work with members of the public in a professional manner
- Ability to exercise good judgement in uncertain situations
- Ability to handle potentially disruptive behavior
- Ability to maintain order in a crowded courtroom
- Ability to communicate effectively with staff members and constituents

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED equivalent; or graduation from a technical/trade school
- Must have experience working with the public in a professional setting
- Must have experience demonstrating good judgement in critical situations
- Must be at least 18 years of age

Please apply online at:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclid=19000101_000001&type=JS&lang=en_US)



**Application period ends: Friday, May 19, 2023.**

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**