

**CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY**

POLICE CLERK TYPIST II

Salary: \$44,799.96 - \$52,992.56

Pay Grade: 32

Union Affiliation: Steelworkers 15509

Job Description: The Police Clerk Typist II is an administrative support position located at the East Providence Police Station. Performing several duties that support the effective administration of the Police Department, the Police Clerk Typist II works both collaboratively and independently to maintain records, prepare reports, and process documents that require attention to detail and knowledge of laws, ordinances, and regulations. The Police Clerk Typist II supports payroll, prosecution, and the maintenance of records, and interacts with the public to provide services related to the Police Department. Hours of employment may fall between regular shifts to best provide service to the public.

Duties and Responsibilities: The Police Clerk Typist II takes on a variety of responsibilities including, but not limited to:

- Organizing and maintaining complex clerical records.
- Preparing reports using productivity software like Microsoft Office.
- Making decisions and recommendations based on knowledge of laws, ordinances, regulations, and established departmental policies.
- Working with numbers, figures, and accounting from various data sources.
- Communicating effectively through oral and written language.
- Collaborating with other employees of the City of East Providence to assure the appropriate delivery of services.
- Interacting in a supportive manner with the general public.
- Supporting other employees by filling in for shifts when needed.

Required Knowledge, Skills, and Abilities: The Police Clerk Typist II possesses:

- Knowledge of office and police terminology and procedures.
- Proficient language and communication skills (Additional Spanish and Portuguese language skills preferred).
- Advanced application of office productivity software like Microsoft Office.
- Knowledge of the workings of the State of Rhode Island judicial system.
- Knowledge of basic mathematics and the ability to work with figures.

- Ability to make decisions based upon thorough knowledge of laws, ordinances, regulations, and established departmental policies.
- Ability to maintain clerical records.
- Ability to prepare reports from complex clerical records.
- Communication skills that facilitate the courteous and effective interaction with the general public.

Minimum Qualifications

The Police Clerk Typist II should possess one year of post high school education in a business, secretarial or college program; two (2) years of experience working with a computerized system in an administrative support role.

Examination Weight

100% Oral

Please apply online through ADP Workforce no later than **Friday, May 19, 2023.**

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclid=19000101_000001&type=JS&lang=en_US



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 05/04/2023