



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## OFFICE OF HUMAN RESOURCES

**DONALD R. GREBIEN  
MAYOR**

### JOB POSTING NOTICE

#### INTERNAL BIDS

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

| # | DEPT.        | DIVISION     | JOB TITLE          | PAYGRADE SALARY RANGE  |
|---|--------------|--------------|--------------------|------------------------|
| 1 | Public Works | Public Works | Public Works Clerk | R-27 \$707.84-\$754.98 |

**Scheduled hours: 8:30 a.m. – 4:30 p.m. – 1 hour lunch**

#### **Minimum Requirements:**

- **High School diploma or General Education Degree (GED)- Please provide a copy with your application; and**
- **Must be computer literate and must be able to pass a typing test with a minimum of 35 words per minute.**

**Please review the attached job description before applying for this position.**

**Candidates must meet minimum qualifications as stated in job description**

**Application Period: May 14, 2019- May 20, 2019**

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



# CITY OF PAWTUCKET

## Job Description

**Job Title:** PUBLIC WORKS CLERK  
**Department:** PUBLIC WORKS  
**Reports To:** BUSINESS MANAGER- PUBLIC WORKS  
**Pay Grade:** R27  
**Prepared By:** RK/EE  
**Prepared Date:** MAY 2019  
**Approved By:** SM  
**Approved Date:** MAY 2019  
**Revised date:** MAY 2019

### **SUMMARY**

Performs advanced and varied clerical work within the Public Works Department, and occasionally performs minor supervisory activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Typing highly involved or intricate tables and reports
- Prepares payroll from multiple Public Works Divisions.
- Calculates out of grade payment and additional overtime rates
- Sells recycling bins and schedules appointments for mattresses, box springs, TV's, and metal and collects payments for certain items that are to be recorded in the register system
- Receive and record checks from residents and vendors and prepares a daily deposit.
- Enters purchase requisitions for all Public Works Departments. Also responsible for the receiving merchandise and invoicing process thru the city finance system.
- Typing letters, reports, forms and other materials form copy, rough draft or dictation
- Composing and typing routine correspondences
- Maintaining records of financial information
- Occasionally supervising small groups of clerical employees
- Ensuring that proper office procedure is followed by temporary help
- Maintaining production records and checking the accuracy of work

- Performing moderately difficult interpersonal and telephone work involving interacting with private entities, other City Departments, and City Council.
- Provides customer service assistance to the front office for walk ins and other inquiries
- Must have the ability to type at least 35 words per minute, and a typing test will be administered
- Oversees the Public Works Office when the Business Manager or the incumbent is absent.
- Must have knowledge in Microsoft Suite word, excel, power-point and Google Drive sheets, docs, slides programs.
- Performing related work as required.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); plus considerable experience in office procedure. Thorough knowledge of modern office procedure and equipment as well as ability to interact with various members of municipal government and the general public. Must be computer literate.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

RI Drivers' License

**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 regularly required to talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**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 noise level in the work environment is usually moderate.