



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

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

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Safety	Police & Fire - Civilian	Police Clerk II	R15- \$648.64 - \$675.47

SCHEDULED HOURS: Monday- Friday 8:00am - 4:00pm

Requirements upon application:

1. Fully executed City of Pawtucket Employment Application
2. Copy of High School Diploma or GED with one to three months' related experience and/or training; or equivalent combination of education and experience
3. Must be computer literate and know or have the ability to learn the IMC computer program, the Archive CD Retrieval System as developed by Advanced Imaging Services.
4. Knowledge of Microsoft Office Software such as Microsoft Word, and Excel. A proficiency test on Excel and Word will be required.
5. Must achieve a minimum of 45 wpm on a typing test;

Candidates must meet minimum qualifications as stated in job description.

To Apply: Internal Applicants must fill out transfer request form and return to HR. Please include a copy of your diploma/GED. External Applicants must apply on [Indeed.com](https://www.indeed.com)

Application Period:

Internal Applicants: August 5, 2020-August 12, 2020
External Applicants: August 5, 2020- Until filled

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



CITY OF PAWTUCKET Job Description

Job Title: Clerk II – Police
Department: Police/ Fire Civilian
Reports To: Immediate Supervisor
Grade Level: R15
Prepared By: ASG
Prepared Date: March, 2000
Approved By: GK: PK
Approved Date: January 2001
Revised Date: March, 2009: June 2012

SUMMARY

Performs advanced and varied clerical work in a modern office setting for the Police and Fire Departments. Supervisory responsibilities may occasionally be given, and any judgments made must be made within the pre-established rules and guidelines of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Work day/week will be distributed between Police Administration and Fire Departments at the discretion of the Supervisor.
- Typing highly involved and intricate tables and reports.
- Typing letters, reports, forms and other materials from copy.
- Accepting applications for a variety of licenses and collecting and accounting for fees
- Composing and typing routine correspondence.
- Maintaining records of financial information not requiring technical bookkeeping knowledge
- Maintaining records and billing for fire department rescue service.
- Maintaining production records and checking the accuracy of work
- Dispensing information and answering complaints from the information window

Clerk II - Police
Police Civilian

- Performing moderately difficult telephone work in contacting the public or in responding to questions involving some interpretation of ordinances or departmental policy
- Must have the ability to type 45 words per minute, and a typing test will be administered
- Maintaining a high level of confidentiality pertaining to all police and fire records and other information obtained, personal, medical or criminal.
- Possessing a general knowledge of the Access to Public Records Act, RI General Laws, Section 38-2-1, up to and including Section 38-2-15, and its application to the Records Division
- Accepting legal responsibility to fulfill the requirements of all subpoenas as the "Keeper of Records."
- Collecting monies and documenting all generated revenue on a daily basis
- 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. Individual must be computer literate and have basic knowledge of Microsoft Office Software.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience. Must be computer literate and know or have the ability to learn the IMC computer program, the Archive CD Retrieval System as developed by Advanced Imaging Services. Must have the ability to type at least 45 words per minute. A type test will be administered. Knowledge of Microsoft Office Software such as: Microsoft Word, and Excel. A proficiency test on Excel and Word will be required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

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Ability to add, subtract, multiply, and divide.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

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 frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk, and climb stairs. The employee must occasionally lift and/or move up to 15 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.