



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### EXTERNAL JOB POSTING NOTICE

The City of Pawtucket is posting the following vacancy in the Unclassified Non-Union designation:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Police	Police	Police VIN Inspector- PT	H13- \$13,152.60- \$15,344.70

#### Minimum Requirements:

Copy of the following is required upon application:

- High School Diploma/GED Certificate; and
- Experience as a Police Officer

#### Scheduled Hours:

Mon-Wed-Thurs 8:00 am to 2:20 pm

**Candidates must meet minimum qualifications as stated above.**

In order to apply for this position, you must complete a City of Pawtucket Employment Application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under employment opportunities. Please email your completed application and supporting documentation to [claird@pawtucketri.com](mailto:claird@pawtucketri.com).

**Application Period: April 14, 2017 – Until filled.**

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

**CITY OF PAWTUCKET**  
**Job Description**

**Job Title:** Police VIN Inspector  
**Department:** Police  
**Reports To:** Police Chief  
**Prepared By:** Personnel  
**Prepared Date:** March 2000  
**Approved By:**  
**Approved Date:** April 2017

**SUMMARY**

Conducts visual examination of vehicle identification numbers for individuals applying for a Certificate of Title through the Rhode Island Division of Motor Vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Conducts visual examination of vehicle identification numbers (V.I.N.) located at different locations throughout each motor vehicle.
- Checks V.I.N. through National Crime Information Center to confirm is not stolen.
- Able to perform license checks and registration checks
- Prepares and affix signature to TR-5 Form to be presented to R.I.D.M.V.
- Supervising clerks in performing TR-5 forms, license checks and registration checks
- Backup to Evidence Room Clerk
- Performing other duties as required

**SUPERVISORY RESPONSIBILITIES**

Supervising a small staff of clerks

**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. MUST be a retired Police Officer to qualify for this position.

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

High school diploma or general education degree (GED); experience as a police officer

### **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 and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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

Must pass training program developed within the Pawtucket Police Department  
Signature to be registered with R.I. DMV

### **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 use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision.

### **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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.