

**CITY OF EAST PROVIDENCE  
EMPLOYMENT OPPORTUNITY**



**MUNICIPAL SERVICES CLERK**

(Paygrade 29)

\$32,118 - \$38,455

Under the general supervision of the City Clerk, performs responsible and varied clerical work. The work requires the exercise of good judgment in the application of prescribed procedures and methods to routine matters. The work is done under general supervision and may be checked by another step in a clerical process or by an immediate

**DESIRABLE ABILITIES, KNOWLEDGES AND SKILLS**

Good knowledge of office technology, procedures and equipment, business arithmetic and English. Knowledge of elementary book-keeping. Ability to maintain complex clerical records and prepare reports from such records. Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Ability to work with other staff. Ability to handle office operations even in the absence of the director or other supervisor. Ability to meet and assist the public in a pleasant manner.

**MINIMUM QUALIFICATIONS REQUIRED FOR APPOINTMENT**

Minimum of 2 years experience in clerical work. Basic computer knowledge, including office, word and database entry. High School Diploma or GED equivalent required with business school training and or experience preferred.

**EXAMINATION WEIGHT**

100% ORAL

Please submit resume & cover letter to City of East Providence Human Resources Department, 145 Taunton Avenue, 3rd floor, East Providence, RI, 02914 or email to [hr@cityofeastprov.com](mailto:hr@cityofeastprov.com). No phone calls, please. ***Resumes must be submitted no later than Thursday, September 3, 2015 by 4:00 PM.***

**All those who applied previously will still be considered for this position. Please do not apply again.**

The City of East Providence does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

EEO/AA