

**CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY**



**BUILDING AND MINIMUM HOUSING CLERK
(PART-TIME - \$20.00 P/HR)**

Under the general supervision of the Building and Minimum Housing Officer perform various clerical, administrative, and secretarial tasks to assure the effective and efficient operation of the Building Inspection and Minimum Housing office. Sound judgment required in the application of prescribed procedures and methods in routine building and minimum housing matters. Provide customer assistance, answer telephone, and receive the public.

Ability to effectively meet and communicate with the public requiring courtesy, discretion, and sound judgment. Good knowledge of computers, data processing software, and modern office practices and procedures. Some knowledge of basic bookkeeping desired. Ability to make relatively complex mathematical computations accurately and efficiently.

MINIMUM QUALIFICATIONS

High School Diploma or GED equivalent. A minimum of three (3) years of progressively responsible clerical/secretarial experience. Qualification in typing and word processing with a high degree of accuracy at a fair rate of speed; or any equivalent combination of experience and training necessary to meet the desired knowledge, skills and abilities of the job.

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 No phone calls please. ***Resumes must be submitted no later than Friday, September 11, 2015.***

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 EMPLOYER