

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE AND PROMOTIONAL CIVIL
SERVICE EXAMINATION FOR
TAX COLLECTIONS CASHIER**

SALARY: Minimum: \$44,968.20

Maximum: \$55,443.57

Applications must be filed on or before **4:30 PM, Tuesday, February 27th, 2024** in the office of the Director of Personnel, Room 107, Cranston City Hall. Applications and examination announcement available at www.cranstonri.com. Time and place of examination to be announced.

1. Fax: (401) 780-3362

2. Email: personnelapplications@cranstonri.org

3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

*** Indeed candidates must also submit the City of Cranston application to be considered for the position. The time and place of the civil service examination will be announced by email. You must provide an active email address that you regularly monitor for messages.*

DUTIES: This is clerical work of a difficult and responsible nature in receiving and accounting for sums of money received by the city. Work involves direct counter contact with the public and the ability to exercise discretion in proper disposition of customer inquiries. Work follows established procedures with guidance received on irregular problems. Receives sums of cash in payment on taxes, sundry charges, and other accounts. Makes change, issues receipts. Responsible for balancing cash on hand against receipts. Sends out delinquent tax notices. Answers telephone when not involved with collections. Assists senior cashier in special studies pertaining to work performed. Performs related work as required.

EXAMINATION: The examination shall consist of a written exam and an oral exam. The weight of the written examination shall be 50% and the weight of the oral exam shall be 50%. The minimum passing grade shall be 70%. Qualified employees will have appropriate seniority points added to a passing score.

PREFERENCE: Honorably discharged active-duty war veterans who have received a passing grade of 70% on the test shall have five (5) points added to their final grade and disabled veterans shall have ten (10) points added to their final grade.

In order to receive credit for veterans' preference, an honorably discharged active-duty war veteran **must furnish DD214 when filing application.** A

disabled active-duty war veteran must submit proof that he/she has been classified, as disabled, by the Veterans Administration. **This proof must be submitted with application.**

PREFERENCE (CONTINUED)

Veteran dates for active-duty war veterans are as follows:

December 7, 1941, to December 31, 1946

June 27, 1950, to January 31, 1955

July 1, 1958, to January 1, 1959

August 5, 1964, to May 7, 1975

August 20, 1982, to December 31, 1987

December 20, 1989, to January 31, 1990

August 2, 1990, to July 13, 1992

September 18, 2001 – A period prescribed by law, an Act of congress of Presidential Proclamation

October 16, 2002 – A period to be prescribed by law, an Act of Congress or Presidential Proclamation

QUALIFICATIONS: Considerable knowledge of the principles and practices of bookkeeping. Knowledge of office procedures, methods and equipment with special reference to cash handling. Skill in making arithmetical computations rapidly and accurately. Skill in meeting the public courteously and tactfully. Ability to work effectively with others.

Graduation from a standard high school. Experience in handling cash or keeping financial records desirable. Skill in the use of word processing and computer equipment.

Must be bondable.