

**CITY OF CRANSTON
DEPARTMENT OF
PERSONNEL
ANNOUNCES AN OPEN AND COMPETITIVE CIVIL SERVICE
EXAMINATION FOR SENIOR CLERK**

SALARY RANGE: \$39,932.80 - \$48,903.04

Applications must be received on or before 4:30 PM, Friday **August 12, 2022**, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded from www.cranstonri.gov Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: awhite@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 examination will be announced by email. You must provide an active email address that you regularly monitor for messages.**

SUMMARY:

This is a moderately complex and varied clerical work normally involving the skilled operation of a computer and other office equipment. Both typing and clerical work varies, but tend to follow a given routine. The routine is readily learned through on-the-job experience. Typing varies from full time to a small, but significant part of the task. Clerical tasks vary, but are normally performed under the supervision or in accordance with reasonably detailed instructions.

DUTIES & RESPONSIBILITIES:

- Duties may involve contact with the public where non-technical information is given or obtained.
- Types from rough draft, copies and related material. Usually not responsible for original composition. Types correspondence, reports and related materials
- May operate photo-copiers, calculators, facsimile equipment, computer equipment and phones.
- Records and indexes mortgages, discharges, partial releases, deeds and vital statistics records.

- Issues various licenses. Issues, receives and checks supply requisition forms and sees that supplies are distributed.
- Types and proofs tax lists. Prepares and proofs voting lists.
- Performs general clerical duties such as filing, composing routine correspondence and other office tasks as directed. Performs general bookkeeping work such as the checking of bills for their correct quantities, prices, and discounts.
- Maintains work sheets on employees and posts the results to a payrolls system. Prepares and submits a monthly financial statement to the department head.
- May act as a receptionist and provide and obtain information of a non-technical nature.
- And must perform other related work as required.

EXAMINATION:

Examination shall consist of a written examination that will count for 100% of your final grade. The minimum passing grade will 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 active duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's 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 by the Veterans Administration.

Applicant must provide **DD214** with application.

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

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business English, spelling and commercial arithmetic. Some knowledge of modern office practices, procedures and equipment. Ability to understand and follow oral and written instructions. Ability to meet the public firmly and courteously, as well as to obtain and give information regarding the activities and requirements of the assigned unit. Skill in the use of word processing equipment. Experience in general clerical work.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from a standard high school, including or supplemented by computer coursework. Must demonstrate experience with Microsoft Word, Excel, and Access programs.

*The City of Cranston encourages diversity in its workforce.
We are an Equal Employment Opportunity Employer.*