



CITY OF NEWPORT, RHODE ISLAND

COMPETITIVE EXAM FOR CAREER OPPORTUNITY

Position Title:	ACCOUNT CLERK
Posting Date:	Monday, January 10, 2022
Closing Date:	Friday, January 21, 2022
Department:	Finance
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Responsible for collecting and processing real estate, motor vehicle and tangible taxes; processing water bill payments; reconciliation of shift work on three systems; researches and prepares municipal lien certificates; issues resident parking stickers, guest passes and fishing passes; prepares delinquent notices. • Receives and accounts for cash and/or check payments which are then posted to proper accounts. • Researches and prepares municipal lien certificates. • Reconciles all shift work. • Reviews and maintain financial records and notifies or locate customers to secure delinquent balances. • Assists customers in person or by phone with any tax or miscellaneous question. • Performs checks and issue residential parking, fishing and guest passes. • Receives and processes payments for parking violations and municipal court fines.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • High School Graduate with a minimum of one (1) year related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. • Working knowledge of office procedures and practices; working knowledge of the municipal court system and related fine schedules. • Ability to establish and maintain effective and harmonious working relationships with town officials and the general public; ability to communicate effectively in written and oral form; ability to establish and maintain record keeping systems; ability to operate a telephone and standard office equipment; ability to operate a computer & software. • Proficient skill in operating personal computers and office software including word processing spread sheet and statistical data base management applications; excellent customer service skills.
Pay and Hours Per Week AFSCME Union/Grade: U1 (1/1/21) Minimum Hrly Salary: \$18.07 Maximum Hrly Salary: \$21.58 Hours per week: 40	Submit the completed application to: Michael J. Coury, Director of Human Resources Department of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840

An Equal Opportunity and Affirmative Action Employer

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.

www.cityofnewport.com/jobs

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