



# CITY OF NEWPORT, RHODE ISLAND

## *CAREER OPPORTUNITIES – COMPETITIVE EXAMINATION*

The City of Newport will hold an open competitive examination process for the staffing of full-time municipal positions available in a variety of City departments. Applicants who wish to be considered for a Clerical support position and/or an Accounting clerical position must meet the position's minimum qualifications.

A general written aptitude examination will be administered to evaluate competency levels required in satisfying the necessary requirements for each position.

### **Illustration of Positions**

**1. POLICE CLERK TYPIST** is responsible for general clerical and administrative work in support of various Police department functional areas and has access to some confidential information; Answers all non-emergency phone calls to provide routine information; refers emergency phone calls to appropriate staff; greets public and takes information for completion of a variety of reports; accepts, counts and processes parking ticket payments; processes motor vehicle citations to transmit to courts; locates and prints out various reports on request; obtains information on lost and found animals and property; processes taxi, bicycle and chauffeur licenses and alarm permits; performs local background checks & BCI when requested; receives and distributes mail for the department; and conducts independent research for supervisors as directed.

**Work Schedule:** Rotating; may include evenings, weekends and holidays.

**2. SENIOR CLERK** is responsible clerical support services including the maintenance of financial, personnel and other records; the position produces routine documents and may produce specialized reports. Answers telephones, types up correspondences, memorandum and requisitions; may receive payments for City permits and other imposed fees; interacts with the general public and other City departments; maintains complex files, and filing systems; orders supplies and prepares special reports while maintaining tracking databases; performs front-line customer service duties by phone, electronically and for walk-ins.

**Work Schedule:** Monday – Friday; 8:30 a.m. – 4:30 p.m.

**3. PRINCIPAL WATER ACCOUNT CLERK** is responsible for the review, maintenance and coordination of the meter and billing accounts for the Newport Utilities department. Coordinates the water service disconnection policy and oversees the collection of customer water accounts. Creates special billing and assists customers with payment plans and the collection of water meter data.

**Work Schedule:** Monday – Friday; 8:30 am – 4:30 p.m.

### **Minimum Requirements**

All positions require HS graduate with a minimum of one to three (1-3) years 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 each position; working knowledge of office software applications and the operation of a personal computer; excellent oral and written communication skills, data processing and organization skills; strong ability to establish and maintain record keeping systems and possess excellent customer service skills.

**For position 3:** must also be proficient in operating PCs and office software including word processing spread sheet and statistical data base management applications and possess some accounting background.

# IMPORTANT INFORMATION FOR APPLICANTS

## Employment Application

Date Application Announcement Opens: Monday, November 14, 2022

Date Application Announcement Closes: Monday, November 28, 2022

*“Position(s) applied for”* selection: Applicants should specify which position(s) they are applying for on the line entitled *“Position(s) applied for”* on the City’s Employment Application. All applicants should indicate **POLICE CLERK TYPIST, SENIOR CLERK** and/or **ACCOUNT CLERK** as the position(s) one chooses to be considered and tested.

Submit application due by 11/28/2022 to: Michael J. Coury, HR Director  
c/o Human Resources  
Newport City Hall – 43 Broadway  
Newport, RI 02840

### *An Equal Opportunity and Affirmative Action Employer*

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION(S) 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](http://www.cityofnewport.com/jobs)

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