CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following **Unclassified** vacancy:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Finance	Finance	Administrative Secretary	UNC21 $32,400-$41,700.00

Schedule: Monday-Friday 8:30 A.M. – 4:30 p.m.

Requirements:

- High School diploma or general education degree (GED), with typing and secretarial skills, and three (3) years' experience in general clerical or secretarial work, with municipal experience preferred; experience in computers, word processing and spreadsheet applications is desired; or any equivalent combination of education and experience.
- Act as the Finance Directors main point of contact for all requests, helping solve problems & escalating as needed, liaising with other departments as needed.
- Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.
- Initiates and maintains compliance and confidentiality
- Other duties as may be assigned by the Finance Director as needed

Job Specifications are attached to this posting.

To apply: **Internal Application Period:** March 22, 2021 – March 29, 2021
External Application Period: March 29, 2021 – Until filled

Internal Applicants must fill out transfer request form and return to HR along with copy of your diploma/GED. External Applicants must apply on Indeed.com

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.