



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	DPW	PUBLIC WORKS-FRONT OFFICE	Administrative Secretary	UNC \$32,400-\$41,700

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, presentation and spreadsheet (Microsoft Office Suite preferred) applications is required.
- May be required to function as a confidential secretary because of the nature and content of the work performed.
- Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Job Specifications are attached to this posting. Candidates must meet minimum qualifications as stated in job description

To apply: Internal Applicants must fill out transfer request form and return to HR along with a copy of your High School diploma/GED and any other applicable or relative certifications

External Applicants must apply on [Indeed.com](https://www.indeed.com)

Internal Candidates: Application Period: September 1, 2021- September 8, 2021
External Candidates: September 1, 2021- Until filled

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