

Welcome

 to the

 City of Pawtucket

 

Welcome!

We are delighted to welcome you to the City of Pawtucket. Our city is unique in that our goal is to provide a diverse set of meaningful services to everyone in Pawtucket. We hope that you find your new job challenging, meaningful, and rewarding.

Your work here will play an integral part in supporting a thriving community and delivering exceptional services to our residents and visitors.

Our greatest asset is our team. We strive to promote and support employee growth and achievement, and we anticipate your success. Together, we can continue to build a brighter future and advance the quality of our already outstanding services to new levels of excellence.

The City of Pawtucket has so much to offer. With easy access to Providence and Boston, you get the opportunity to experience both big city life and small-town comfort. From McCoy Stadium, the former home of the Pawtucket Red Sox, the minor league affiliate of the Boston Red Sox, to Narragansett Park, there is much to see and do here. The city is booming with business and ingenuity. Hasbro houses their headquarters within city limits and many small businesses got their start here. Pawtucket has a rich history, with Samuel Slater building the first fully mechanized cotton-spinning mill in the country. Since then, the textile industry flourished in the area. There are many amazing restaurants, breweries and local shops that showcase our city’s diverse population. Feel free to ask coworkers their recommendations!

Best of luck in your new role and welcome to the team!

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CITY OF PAWTUCKET

**Job Description**

**Job Title:** INTERN

**Reports To:** IMMEDIATE SUPERVISOR

**Pay Grade:** TBD

**Prepared By:** SM

**Prepared Date:** JAN 2022

**SUMMARY**

Provides administrative, secretarial and clerical office support services and related work products in support of the department Director/Supervisor. Maintains file system and performs other standardized clerical duties. Supports overall operations of the department as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

* Assists the public, other city departments, state officials, outside organizations, and vendors by furnishing a variety of routine information and assistance and resolving minor problems and complaints; performs a high level of information and referral services to the general public.
* Types from copy, rough draft or general instructions a variety of documents which may include, but not limited to, correspondence, memoranda, meetings and legal notices, a variety of legal documents, orders vouchers, purchase orders, reports, newsletters and agendas, processes through the on-line system bills for the department.
* Performs a wide variety of specialized clerical procedures related to office activities, such as the following, but not limited to:
* Assists in maintaining department calendars and schedules appointments
* Maintaining files of correspondence, forms, reports and other materials
* Copy documents as needed
* Scanning files into computer for electronic filing
* Electronic and Paper filing
* Answering phones and triaging as applicable
* Sorting, disseminating and opening mail for the department
* Preparing packets and folders for the department
* Assisting the public with general questions
* Preparing daily duty rosters and work schedules
* Calling vendors or team designee to notify of game cancellations or other scheduling changes
* Provide information of programs to incoming public
* Prepares requisitions, Purchase Orders and Payment vouchers

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training. Must have general knowledge of the operation of modern office equipment, Microsoft Office Suite including Excel and Word programs. Must have ability to interact with public in a polite and professional manner.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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**City Hall Structure**

**Lower Level:**

**Human Resources**: The Human Resources Department is focused on the employee lifecycle, including recruiting and retention, hiring, termination and training employees. The department oversees employee relations and all employee benefit programs. It's the place an employee goes with questions about their position or to address concerns with their employment.

**Purchasing:** The Purchasing Division, which operates under the purview of the Finance Department, is responsible for the timely and cost-efficient acquisition of supplies, equipment, professional and construction services for all City Departments. Additionally, we provide for surplus property management and disposition.

**Information Technology:** I.T. can help you with anything technology related. Submit a ticket to the Help Desk on your device if you come across any issues.

**Credit Union:** Our Credit Union is for Employees and Retirees of the City it is a for-profit financial institution that accepts deposits, make loans, and provides a wide array of other financial services and products.

**1st Floor**

**Planning:** The Pawtucket Department of Planning and Redevelopment is charged with ensuring Pawtucket is a quality place to live, work and visit. Many of the department’s responsibilities involve enforcing the City regulations concerning the building environment. The Department also actively works to improve Pawtucket’s economy by encouraging appropriate economic development. Lastly, the department oversees the administration of various State and Federal Grants, including the Community Development Block Grant (CDBG) and HOME Housing Programs.

**Zoning:** The Zoning and Code Enforcement Office is responsible for enforcing the state building and housing codes, and the city’s zoning and other ordinances. They issue all building, plumbing/mechanical and electrical permits and perform all inspections on these matters. They also issue all certificates of zoning compliance and occupancy permits

**Tax and Collections:** The Tax Assessor’s Office is responsible for determining the value of all taxable property in the City of Pawtucket, including real estate, mobile homes, autos and tangible property. They are responsible for maintaining updated property ownership information and for overseeing the revaluation process in the city. The City Collector’s Office processes Real Estate, Personal Property/Tangible, and Motor Vehicle taxes. The office also is a depository for all city receipts. The determination of the amount of tax you pay (valuation, levy, exemptions) is made by the City Assessor.

**Mail Room:** The Mail Room has all inter-office and external mail, separated for each department. Mail should be dropped off to the mailroom by 1pm each day.

**2nd Floor**

**Mayor’s Office:** The Mayor’s office is composed of the Mayor’s team, which includes the Director of Administration, Deputy Director of Administration, Director of Communications, Executive Administrative Assistant, Grant Writers, and the Chief Equity officer. The Office of the City Mayor enforces all laws and ordinances relative to the governance of the city and implements all approved programs, projects, services, and activities of the city; initiates and maximizes the generation of sources and applies the same to the implementation of development plans for upcoming business and City Plans.

**Municipal Court:** Located within the Mayor’s office, the Pawtucket Municipal court holds Zoning Court on Mondays at 1pm, and Traffic Court on Mondays at 2pm, Thursdays at 4pm and 5pm, and Fridays at 9am.

**Accounting and Finance:** The Finance Department consists of six divisions under the direction of the Finance Director. The divisions are Accounting, Purchasing, Tax Assessor, Tax Collector and Disbursements, Payroll, and the Data Processing Division. They work to provide accurate and reliable financial reporting to the Mayor and his Administration, Pawtucket City Council and its Committees, External Auditors, R.I. Department of Municipal Affairs, Bond Creditors, Taxpayers, Residents, and the General Public. The finance department is the unit of a business responsible for obtaining and handling any monies on behalf of the organization. The department controls the income and expenditure in addition to ensuring effective business running with minimum disruptions

**Payroll:** Payroll is responsible in the process of paying employees their salaries or wages. Apart from ensuring that the money reaches employees on time, the payroll department is responsible for processing, balancing and reconciling payroll data with the accounting systems, as well as processing taxes and other deductions

**Law:** Prosecutes any violation or alleged violation within the city of the statutes of the state or the ordinances of the city. Represents the city and the city's interests in all litigation by or against the city and every officer, department, board or commission.

**3rd Floor**

**City Clerk:** The City Clerk’s Office is the keeper of all records for the city, including: birth, death, and marriage records; real estate records; business and other miscellaneous licenses; and city council and probate court records. They administer all matters coming before the city council and the probate court. The clerk’s office issues marriage licenses, dog licenses and parade permit and administers claims against the city.

**City Council Chambers:** City Council meets in the Council Chambers on the 3rd floor for their bi-weekly meetings. Some special City events are also held there.

**Separate Municipal Facilities:**

**Department of Public Works**: (250 Armistice Boulevard, Pawtucket; 401-728-0500 ext. 233, 260): The Public Works Department is responsible for maintaining the infrastructure of the city. This includes: picking up trash and recyclables, maintaining the streets, sidewalks, sewers and bridges, cleaning and plowing streets, controlling the traffic slow in the city, and maintaining the city-owned transfer station and the two city-owned cemeteries.

**Pawtucket Police Department:** (121 Roosevelt Ave, Pawtucket; 401-727-9100): The Police Department has a compliment of one hundred fifty-three sworn police officers with approximately fifty civilian support personnel. The Pawtucket police department is a full service, full time police department operating 24-7, 365 days/year.

**Pawtucket Fire Department:** (155 Roosevelt Ave, Pawtucket; 401-727-9100): The Pawtucket Fire Department provides for the protection of human life and property from fire and other disasters, either natural or man-made, through fire safety education, the development, and enforcement of fire codes, provision of emergency medical services and suppression of fire.

**Pawtucket Water Supply Board**: (85 Branch St, Pawtucket; 401-729-5000): The mission of the Pawtucket Water Supply Board is to continue to implement comprehensive strategies to facilitate a water supply, transmission, and distribution system for our customers at an affordable rate that provides a reliable safe supply of potable water, in accordance with Federal and State Safe Drinking Water Act requirements, for domestic, commercial, industrial, municipal, fire flow and all other needs.

**Pawtucket School Department:** (286 Main St, Pawtucket; 401-729-6300): The School Department oversees the schools within the city. Please visit their website for more details. <https://www.psdri.net/>

**Leon Mathieu Senior Center**: (420 Main St, Pawtucket; 401-728-7582): The Leon Mathieu Senior Center offers comprehensive services and programs for Seniors, their families, and caregivers to inform, assist, enrich, and fulfill the lives of those 55 and older.

Intern Checklist

\_\_\_\_\_\_\_\_\_ Application for Employment

\_\_\_\_\_\_\_\_\_ Authorization to Request / Release Personal Information

\_\_\_\_\_\_\_\_\_ BCI

\_\_\_\_\_\_\_\_\_ Authorization Agreement for Direct Deposit (voided check)

\_\_\_\_\_\_\_\_\_ W-4

\_\_\_\_\_\_\_\_\_ I-9

\_\_\_\_\_\_\_\_\_ State Income Tax Withholding Form

\_\_\_\_\_\_\_\_\_ Affirmative Action and Equal Employment

\_\_\_\_\_\_\_\_\_ Anti-Harassment Policy

\_\_\_\_\_\_\_\_\_ Job Description Acknowledgement Form

\_\_\_\_\_\_\_\_\_ Policy Acknowledgement and Understanding

\_\_\_\_\_\_\_\_\_ Employee Confidentiality Agreement

**Basic Information**

Intern Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID (EID) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Computer Information**

Network Login\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Temporary Computer Password\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Hours**

Monday \_\_\_\_\_\_\_\_\_\_ Tuesday \_\_\_\_\_\_\_\_\_\_\_

Wednesday \_\_\_\_\_\_\_\_ Thursday\_\_\_\_\_\_\_\_\_\_

Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Helpful Phone Numbers**

Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Dates**

Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Dates/Dates you won’t be in the office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Welcome to**

**Pawtucket**

**City Hall!**

**Internship Orientation Guide and Onboarding Paperwork**

**If you have any questions or concerns regarding anything in this packet please contact Lisa O’Connell in the Human Resources Department at** **LOConnell@pawtucketri.com**