



CITY OF WOONSOCKET, RHODE ISLAND
PUBLIC WORKS DEPARTMENT

Position Description

TITLE: Water Works Clerk

DEPARTMENT/DIVISION: Public Works Department/Engineering/Solid Waste
Division/Water Works Division

REPORTS TO: Director of Public Works/City Engineer

PAY GRADE & HOURS: Pay Grade: M-24
Local 670
37.5-hour work week

BASIC FUNCTION:

Under general supervision, performs specialized and responsible clerical and typing work within the Water Works Division requiring frequent exercise of independent judgment and does related work as required and engineering duties.

DUTIES AND RESPONSIBILITIES:

Composes, types and distributes correspondence and reports

Answers inquiries and handles routine and complex office administrative matters.

Relays information and instructions of the Public Works Director to Division Heads.

Assists staff in a variety of administrative functions and maintains files, records, and reports of the Engineering, Solid Waste and Water Divisions.

Handles billings, permits, payroll information, and personnel information as required.

Prepares all Water Division/Public Works payrolls by checking time cards; applies shift differential rates and out of classification rates; handles all Water Division/Public Works vacation requests; keeps track of sick leave and compensatory time with the Water Division/Public Works Department. Upon implementation of an automated time keeping payroll system, clerk will assure accurate time keeping and update payroll records as needed.

Enters requisitions for the Engineering and Solid Waste Divisions.

Processes Engineering and Solid Waste Divisions voucher payments. Maintains department account records and reconciliations.

Computes the daily and monthly gas disbursement for all Water Division/Public Works vehicles and other divisions using Public Works facilities

Receives new water service application cost sheets, accepts and processes payments

Provides support to the general public on matters pertaining to Public Works/Water Supply Utilities

Assist the Department of Public Works office as needed.

Performs other duties as required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

EDUCATION AND/OR EXPERIENCE:

High school diploma (or GED) and two years of responsible clerical experience, three of those years in a responsible secretarial or office management position is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess thorough knowledge of office procedures, ability to communicate effectively orally and in writing to process payrolls and work with figures. Must be able to deal effectively with Department Heads, employees and the general public. Must be a self-starter and problem solver. Must be able to exercise independent judgment, initiative, resourcefulness, ethical and moral judgment and tact. Must possess the ability to use computers, and programs including word processing, database management and spreadsheet software.