

**CITY OF WOONSOCKET**  
**Personnel Division**  
**Position Description**

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**TITLE:** Executive Assistant

**DEPARTMENT/DIVISION:** Finance/Personnel

**UNION/WORK WEEK:** Local 3851 Professional-Technical/37.5 hrs.

**DUTIES & RESPONSIBILITIES:**

Serves as Secretary to the Personnel Director and is responsible for Personnel matters.

Prepares weekly payroll for Finance Dept., which includes the Finance, Tax Assessor's Controls, Treasury, Personnel & Municipal Court Divisions.

Advertises for available positions and prepares job folders to receive applications and/or resumes.

Prepares the number of written exams needed, proctors and corrects exams, forms and eligibility list, mails score cards, schedules review periods, and sends applications to the proper department for interviews.

Prepares and processes various forms for new, resigning, terminated and retiring employees. Obtains salary figures and personnel information for processing multiple forms for the Retirement System. Prepares Verification of Employment forms for banking facilities.

Prepares copies and maintains folders of new accident claims to send to Keough Kirby Insurance Agency, Muni-Tech, Beacon Mutual and/or RI Dept. of Labor & Training.

Maintains files for current and former employees, also files for payroll and attendance sheets.

Orders supplies for Personnel Division. Prepares vouchers for payment of supplies ordered. Enters information in Budget Book and keeps track of current balances.

Responsible for payment of monthly life insurance by documenting new, former and retiring employees. Prepares monthly vouchers for RIET, Stop Loss & Workers' Comp.

Prepares quarterly payments of City's liability insurance premiums to Keough Kirby Insurance Co.

**DUTIES & RESPONSIBILITIES****Continued:**

Prepares annual lists for seniority accrued vacations, annual holiday calendar, clothing allowance, perfect attendance and life insurance and/or medical/dental billing for retirees.

Performs other related duties as required.

**QUALIFICATIONS:**

Graduation from High School with at least three years of responsible clerical and/or secretarial experience required.

**KNOWLEDGE, SKILL & PERSONAL QUALITIES:**

Thorough knowledge of office practices and general knowledge of the organization and general operations of City government. Ability to type 35 wpm as determined by the test administered by the Department of Training or a similar test. Ability to operate a computer by performing Word and Excel programs. Ability to deal effectively with people and handle difficult situations with good judgment and tact, neatness and initiative.

**ENVIRONMENTAL CONDITIONS:**

This position could be substantially exposed to adverse environmental conditions.

June, 2010