



# CITY OF NEWPORT, RHODE ISLAND

## CAREER OPPORTUNITY

<b>Position Title:</b>	<b>POLICE CLERK TYPIST</b>
<b>Posting Date:</b>	Wednesday, April 15, 2026
<b>Closing Date:</b>	Friday, May 1, 2026
<b>Department:</b>	Newport Police Department
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Performs data entry assignments for department and answers all non-emergency phone calls to provide routine information; refers emergency phone calls to appropriate staff.</li> <li>• Greets public and takes information for completion of a variety of reports, e.g., accident, missing juvenile, larceny, lost property.</li> <li>• Refers internal and external customers to appropriate City departments, divisions and/or other agencies.</li> <li>• Processes motor vehicle citations to transmit to courts.</li> <li>• Locates and prints out various reports on request and processes payments when required.</li> <li>• Processes alarm permits.</li> <li>• Perform local background checks, BCI when requested.</li> <li>• Receives and distributes mail for the City Hall and the Police Department.</li> <li>• Conducts independent research for supervisor as directed.</li> </ul>
<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>• High School graduate with a minimum of one (1) year related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.</li> <li>• Knowledge of office procedures and machines; working knowledge of police department operations/services and city government is desired but not required.</li> <li>• Ability to meet and deal with the public effectively and appropriately; ability to handle problems and emergencies effectively; ability to deal appropriately with City employees, officials and disgruntled members of the public.</li> <li>• Ability to communicate clearly, both orally and in writing.</li> <li>• Ability to operate a computer including the entry of data in a detailed and accurate manner.</li> <li>• Ability to maintain confidential information and to maintain, manage, and organize records.</li> <li>• Proficient clerical and organizational skills; proficient data processing skill in the use of personal computers and office software including word processing and spreadsheets.</li> </ul>
<b>Special Factors:</b>	<ul style="list-style-type: none"> <li>• Work schedule is four (4) consecutive days on and two (2) consecutive days off.</li> <li>• Must be able to work evenings and holidays.</li> <li>• Must obtain RILETS certification after appointment.</li> </ul>
<b>Pay and Hours Per Week</b> AFSCME Pay Grade: U1 Minimum Hrly Salary: \$20.95* Maximum Hrly Salary: \$24.46* Hours per week: 40 <b>FULL BENEFIT PACKAGE OFFERED</b> *7/1/23 Rates	<p><b>Submit the completed application to:</b>            Director of Human Resources            Department of Human Resources            City Hall – 43 Broadway            Newport, Rhode Island 02840  <a href="mailto:hr@newportri.gov">hr@newportri.gov</a></p>

***An Equal Opportunity and Affirmative Action Employer***

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE CITY'S WEBSITE. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, RECEIVED AFTER THE CLOSING DATE OR POST-MARKED AFTER THE CLOSING DATE.

**[www.cityofnewport.com/jobs](http://www.cityofnewport.com/jobs)**

***Tel: (401) 845-5444***

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