

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Administrative Clerk</u>	Classification Code:	<u>00413100</u>
Salary Range:	<u>Gr. 8829A \$54,849 - \$62,104</u>	Reference Position Number:	<u>272510000-#396</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>October 16 – 25, 2009</u>
Division/Section/Unit:	<u>Superior Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Providence County</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:	_____		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- ◆ The title of the position for which you are applying
 - ◆ Name of department where you are currently employed
 - ◆ Title of your present position and date you entered it
 - ◆ Date you entered State service
 - ◆ Your business telephone number
 - ◆ Present Union Affiliation ***
- ****In certain agencies, bargaining union applicants will receive preferential consideration according to contract*

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

- In the Providence/Bristol Counties Superior Court Clerk's Office, the Administrative Clerk works under the direction of the Superior Court Clerk and Superior Court General Chief Clerk. Also Administrative Clerk will interface with the Superior Court administrative office.
- Administrative Clerk will exercise supervisory control over counter procedures and assigned personnel in the Providence/Bristol Superior Court Clerk's Office. Also, this position may serve as a liaison between the Providence/Bristol Clerk's Office and the other county clerk's offices.
- Assist litigants, attorneys, and the general public with Court issues, particularly civil proceedings and issuance of various civil writs. Public interface is a main focus.
- Administrative Clerk will work a great deal with the civil calendars (Motion, Formal & Special), so a thorough working knowledge of them is preferred.
- Administrative Clerk will train subordinate personnel when required.
- Administrative Clerk must be prepared to expand supervisory role in the absence of Superior Court Clerk and/or General Chief Clerk. A demonstrated record of personnel management is an asset.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Bachelor's degree from an accredited college or university preferred and demonstrated supervisory skills a must. Computer data entry and computer inquiry skills are a must. Prefer a minimum of five (5) years experience in a Rhode Island Judiciary clerk's office. A thorough knowledge of Superior Court civil rules and procedures a must. Must have excellent interpersonal, organizational, and both oral and written communication skills, as well as the ability to work independently and lead a team. Must understand the importance of maintaining confidentiality, have ability to multi-task, and be willing to provide oversight and supervision, as well as perform a wide range of hands-on tasks. An understanding of basic purchasing procedures is preferred. Candidates with a combination of education and experience that is substantially equivalent to the above education experience may be considered.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.
SEND RESUME AND/OR CS-14 Application to:

Joseph V. Conley
Deputy Superior Court Administrator
250 Benefit Street
Providence, RI 02903
Fax: 401-222-8749

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.