



**STATE OF RHODE ISLAND**  
invites applications for the position of:

## **ADMINISTRATIVE ASSISTANT**

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**DEPARTMENT:** JUDICIAL DEPARTMENT - CONSTITUTION

**DIVISION:** Traffic Tribunal

**OPENING DATE:** 08/15/16

**CLOSING DATE:** 08/19/16 11:59 PM

**SALARY:** \$34,123.00 - \$37,330.00 Annually

**PAY GRADE:** 4413 A

**JOB TYPE:** LIUNA 808 (Judiciary) (51)

**NAME OF BARGAINING UNIT UNION:** LIUNA Local 808 (Judiciary) (51)

**LOCATION:** Any RITT Locations

**SCHEDULED WORK DAYS:  
HOURS OF WORK** Monday - Friday; 8:30 AM to 4:30 PM

**WORK WEEK:** Standard 35.0 Hours

**RESTRICTIONS/LIMITATIONS:** Pending Availability of Funds

**ASSIGNMENT(S)/COMMENTS:** 5 Day Internal Only Posting; Travel will be required

**JOB NUMBER:** 2740-10000-0837

**CLASS DEFINITION:**

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform clerical functions, assist with the electronic disposition and data entry of cases in and out of the courtroom, enter information into the case management system, scan and retrieve files and documents, operate electronic court recording equipment; annotate cases when required; retrieve driving abstracts and court recordings; assist with the presentation of electronic evidence; perform courtroom functions including requests from judges/magistrates during court sessions. Perform data entry and clerical functions of a complex and responsible nature requiring the use of independent judgment and a degree of final responsibility; perform customer service functions throughout RITT; and perform related work as may be assigned.

All job assignments may require lateral or below responsibilities as provided by the Local 808 Collective Bargaining Agreement.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Graduation from high school required; courses in modern office practices or graduation from a college of recognized standing preferred.

Experience as a Records Clerk/Data Entry Aide and Data Entry Operator; knowledge in RITT Rules of Procedure, experience with preparing calendars and various reports; ability to assist with public inquiries, understanding of appeals procedures, data entry and retrieval, ordering cases, familiarity with computerized data entry in the case management system; or any combination of education and experience equivalent to the above education and experience.

Travel will be required; employee must have transportation to and from remote offices.

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**AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:**

- Reasonable Accommodations: 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.
- 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/Regulations of the Americans with Disabilities Act (ADA).

**CRIMINAL CONVICTIONS:** Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.apply.ri.gov>

Position #2740-10000-0837  
ADMINISTRATIVE ASSISTANT  
MC

One Capitol Hill  
Providence, RI 02908

[questions@hr.ri.gov](mailto:questions@hr.ri.gov)

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