



STATE OF RHODE ISLAND
invites applications for the position of:

**ASSISTANT ADMINISTRATOR FOR
POLICY & PROGRAMS**

DEPARTMENT:	JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION:	District Court
OPENING DATE:	12/15/15
CLOSING DATE:	12/19/15 11:59 PM
SALARY:	\$80,224.00 - \$91,227.00 Annually
PAY GRADE:	4437 A
JOB TYPE:	LIUNA 808 (Judiciary) (51)
NAME OF BARGAINING UNIT UNION:	LIUNA Local 808 (Judiciary) (51)
LOCATION:	Any of 4 County 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
JOB NUMBER:	2735-10000-0309

CLASS DEFINITION:

The Assistant Administrator for Policy & Programs will serve as the Clerk of 6th Division of the District Court with full supervisory responsibility for all aspects of the county, both criminal and civil. Individual will supervise and assign work assignments to personnel, oversee all court calendars, manage work flow in Clerk's offices and courtrooms, ensure daily coverage in courtrooms, attend to all other matters required of the Clerk of the county; and any other related work as may be assigned by the Administrator of the District Court.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from a Senior High School required, Bachelor's Degree preferred. Experience in managing all aspects of the operations of a District Court Clerk's Office; including all aspects of oversight of filings and case management, supervision of clerks and administrative staff, strong verbal and written communication skills; or any combination of education and experience that is substantially equivalent to the above. The candidate must possess at least ten years of experience working in the District Court and have demonstrated skills as may have been gained by managing any of the four divisions of the District Court.

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 #2735-10000-0309
ASSISTANT ADMINISTRATOR FOR POLICY & PROGRAMS
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
