



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

## **DATA ENTRY OPERATOR**

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<b>DEPARTMENT:</b>	JUDICIAL DEPARTMENT - CONSTITUTION
<b>DIVISION:</b>	Traffic Tribunal
<b>OPENING DATE:</b>	02/07/17
<b>CLOSING DATE:</b>	02/11/17 11:59 PM
<b>SALARY:</b>	\$33,084.00 - \$36,160.00 Annually
<b>PAY GRADE:</b>	4412
<b>JOB TYPE:</b>	LIUNA 808 (Judiciary) (51)
<b>NAME OF BARGAINING UNIT UNION:</b>	LIUNA Local 808 (Judiciary) (51)
<b>LOCATION:</b>	Any RITT Locations
<b>SCHEDULED WORK DAYS: HOURS OF WORK</b>	Monday - Friday; 8:30AM to 4:30 PM
<b>WORK WEEK:</b>	Standard 35.0 Hours
<b>RESTRICTIONS/LIMITATIONS:</b>	Pending Availability of Funds
<b>ASSIGNMENT(S)/COMMENTS:</b>	5 Day Internal Posting; Travel will be required
<b>JOB NUMBER:</b>	2740-10000-0757
<b>CLASS DEFINITION:</b>	

To perform courthouse clerical functions of a complex and responsible nature requiring the use of independent judgment and a degree of final responsibility; assist with the electronic disposition and data entry of cases in and out of the courtroom, accurately 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 verbal requests from judges/magistrates during the court sessions; perform validation and verification as necessary, perform customer service functions throughout RITT; may be called upon to perform other lower or lateral grade responsibilities as directed by the Court Administrator and as provided by the Local 808 Collective Bargaining Agreement; and to perform other clerical and administrative functions as required or may be assigned by the Chief Magistrate or designee.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Graduation from high school required; courses in modern office practices or graduation from a college of recognized standing preferred. Must have extensive data entry experience that ensures both speed

and accuracy; or a combination of education and experience equivalent to the above. Experience in Traffic Tribunal policies, procedures and court functions; experience as a Records Clerk/Data Entry Aide. Travel will be required; employee must have transportation to and from remote offices.

Per Agreement with Local 808- Limited 5 day posting, restricted to internal candidates only.

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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 RIGLS 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 #2740-10000-0757  
DATA ENTRY OPERATOR  
TM

One Capitol Hill  
Providence, RI 02908

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

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