



STATE OF RHODE ISLAND
invites applications for the position of:

DEPUTY CLERK

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION

DIVISION: District Court

OPENING DATE: 10/24/16

CLOSING DATE: 10/28/16 11:59 PM

SALARY: \$40,880.00 - \$46,714.00 Annually

PAY GRADE: 4420 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-TBD

CLASS DEFINITION:

To perform all of the duties of a Senior Operations Clerk as well as the periodic performance of the duties and responsibilities of a courtroom clerk of the District Court including but not limited to, processing office transactions using electronic filing case management system, receipt and processing of documents, data entry, administrative functions. Emphasis will be on assisting in the courtroom as well as in the Clerk's office, and in the management court calendars. To perform duties assigned by the Clerk of the County or designee to insure that civil and criminal procedures are carried out efficiently and effectively; and to perform any related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from high school required; Bachelor's Degree in a law-related field preferred. Must be proficient in interpreting and applying court rules and regulations. Excellent organizational skills are a must. Experience such as may have been gained as a Senior Operations Clerk in the District Court or another state court, tribunal, or private law practice; or any combination of education and experience

that is substantially equivalent to the above education and experience.

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 #2735-10000-TBD
DEPUTY CLERK
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
