



STATE OF RHODE ISLAND
invites applications for the position of:

DEPUTY CLERK

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION

DIVISION: Family Court

OPENING DATE: 08/29/16

CLOSING DATE: 09/02/16 11:59 PM

SALARY: \$43,228.00 - \$49,062.00 Annually

PAY GRADE: J320 A

JOB TYPE: Council 94 Local 2203 (Judiciary) (37)

NAME OF BARGAINING UNIT UNION: Council 94 Local 2203 (Judiciary) (37)

LOCATION: Any of 4 County Locations

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

HOURS OF WORK

WORK WEEK: Standard 40.0 Hours

RESTRICTIONS/LIMITATIONS: Pending Availability of Funds

ASSIGNMENT(S)/COMMENTS: 5 Day Internal Only Posting

JOB NUMBER: 2729-10000-0284

CLASS DEFINITION:

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Attend sessions of court and administer oaths to plaintiffs, defendants and witnesses. Receive, mark, file and retain all exhibits properly introduced as evidence in proceedings. Maintain required records of proceedings and make entries and records of all judgments, orders, etc. Issue and withdraw Body Attachments, Capias and Bench Warrants. Requires daily use of data processing terminal including electronic filing and scanning of documents. Prepare calendars and dockets. Perform counter duty and receive all legal papers pertaining to legal transactions within the court's jurisdiction. Assist with adoption registry, filing and scheduling adoption petitions. Assist members of the bar and the public by providing them with accurate information regarding the practices and procedures in the Family Court. Must also perform any and all duties that may be assigned by the Family Court Chief Judge and/or Chief of Staff.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from an accredited high school, college preferred. Must be proficient in interpreting and applying court rules and regulations. Experience such as may have been gained in an administrative/clerical position in the Family Court with responsibility for the administration of complex and difficult procedures; 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 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 #2729-10000-0284
DEPUTY CLERK
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
