STATE OF RHODE ISLAND
invites applications for the position of:

DRUG SCREENER/ADMINISTRATIVE ASSISTANT

DEPARTMENT:	JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION:	Family Court
OPENING DATE:	11/21/16
CLOSING DATE:	11/30/16 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: HOURS OF WORK	Monday-Friday; 8:30 a.m. to 4:30 p.m.
WORK WEEK:	Standard 40.0 Hours
ASSIGNMENT (S)/COMMENTS:	Pending Availability of Funds
JOB NUMBER:	2729-10000-0411

CLASS DEFINITION:

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Responsible for the collection and analysis of Court-ordered, supervised, random and immediate screens for male Family Court litigants; schedule appointments and contact individuals for screening; maintain records of screens for Court hearings; meet with Judges and Magistrates to explain testing procedures and to testify in Court when required. Coordinate the confirmation of screens with certified laboratories; research and report findings on cases that may be impacted by drug interactions or confounding factors which can influence screening results; maintain inventory of drug testing supplies and equipment; handle all administrative and clerical functions in the unit as well as perform any and all related duties as may be assigned by the Family Court Chief Judge and/or Chief of Staff.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from an accredited High School required, Bachelor's Degree in toxicology, social work, criminal justice, psychology or related field, preferred. Experience such as may have been gained through employment in a responsible position in the substance abuse field working with juveniles and parents; specialized education in certification or licensure in the substance abuse field desired; must have strong written and verbal communication skills and a working knowledge of general office practices or any combination of education and experience that is equivalent to the above requirements.

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 #2729-10000-0411
DRUG SCREENER/ADMINISTRATIVE ASSISTANT
TM

One Capitol Hill
Providence, RI 02908

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