

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Executive Director</u>	Classification Code:	<u>00535700</u>
Salary Range:	<u>Gr. 8836A \$75,153 - \$85,238</u>	Reference Position Number:	<u>2729-10000-#372</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>January 4 - 13, 2013</u>
Division/Section/Unit:	<u>Family Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of 4 County locations</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:	_____		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

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 and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Supervises staff in the planning and coordination of the statewide child support program, including establishment of paternity and court orders for child support; as well as overseeing distribution of support to the custodial parent. Process cases involving children filed in the Family Court; establish payment orders; review caseload for progress and procedures; train employees when unusual situations arise when new procedures are instituted; handle complaints from custodial and non-custodial parents. Ensure compliance with all state and federal regulations; and perform related duties as required. Must also perform any and all duties that may be assigned by the Chief Judge and/or Chief of Staff.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Bachelor's Degree required; Experience such as may have been gained through employment in a responsible position implementing and coordinating special projects and programs. Must have strong inter-personal skills, organizational skills; ability to coordinate services within the Family Court system. Candidate must have the ability to multi-task and have familiarity with Microsoft applications. Ability to communicate ideas clearly and concisely, verbally and in writing; or any combination of education and experience substantially equivalent to the above.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.
SEND RESUME AND/OR CS-14 Application to:

Ronald J. Pagliarini, Chief of Staff
Rhode Island Family Court
One Dorrance Plaza
Providence, RI 02903
Fax: (401) 458-5360

TDD#: 401-458-5275

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

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.

CS-376 Rev. (2/05)