



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

## **GENERAL OPERATIONS ASSISTANT**

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**DEPARTMENT:** JUDICIAL DEPARTMENT - CONSTITUTION

**DIVISION:** Superior Court

**OPENING DATE:** 06/06/16

**CLOSING DATE:** 06/10/16 11:59 PM

**SALARY:** \$34,922.00 - \$38,272.00 Annually

**PAY GRADE:** 4414 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 - 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:** 2725-10000-0374

### **CLASS DEFINITION:**

To perform Clerk's Office functions including, but not limited to the following: data entry functions, records maintenance, quality control of court case files; assisting clerks in courtrooms; mail, switchboard; assisting at the Clerk's office counter with general clerical duties including physical work. Must have working knowledge of the Court's electronic filing and scanning system; ability to coordinate and complete projects; and to perform any related work as required.

Must be available to work in any of four county locations.

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

Graduation from high school required; college degree preferred. Experience as a Records Clerk/Data Entry Aide; knowledge in preparing calendars and various reports; understanding/knowledge and ability to respond to public inquiries, some experience with civil and criminal procedures required; data entry

and record retrieval, ordering cases, familiarity with computerized data entry; or any combination of education and experience equivalent to the above.

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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 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 #2725-10000-0374  
GENERAL OPERATIONS ASSISTANT  
MC

One Capitol Hill  
Providence, RI 02908

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

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