



STATE OF RHODE ISLAND
invites applications for the position of:

**MEDICAL ADVISORY BOARD
COORDINATOR (2 Positions)**

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION

DIVISION: Worker's Compensation Court

OPENING DATE: 03/01/16

CLOSING DATE: 03/10/16 11:59 PM

SALARY: \$38,547.00 - \$43,399.00 Annually

PAY GRADE: 4418 A

JOB TYPE: LIUNA 808 (Judiciary) (51)

NAME OF BARGAINING UNIT UNION: LIUNA Local 808 (Judiciary) (51)

LOCATION: Providence

**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

JOB NUMBER: 2750-80100-0513,0620

CLASS DEFINITION:

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the coordination of medical affidavits associated with matters before the Workers' Compensation Court. Assist in the processing of Court Ordered Impartial Medical Exams including but not limited to: the scheduling of impartial examinations with medical providers as directed by the Court, ensuring parties to the case are notified of the examination in a timely manner, ensuring that confidential medical records are delivered to impartial examiners in a timely manner, handling all communications between impartial examiners, the Court and all parties to the case including the delivery of confidential impartial examiner reports to the appropriate parties to the case. Shall be required to process payments to impartial examiners upon receipt of their reports; performing all relevant data entry and document scanning and clerical duties associated with the above duties as may be required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Such as may have been gained from graduation from a senior high school supplemented by additional courses in business, medical terminology or law. Experience such as may have been gained by

employment in a position requiring knowledge of data processing and modern office practices. Familiarity with medical terminology and knowledge of Microsoft applications preferred. Must have excellent interpersonal, organizational, verbal and written communication skills.

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 #2750-80100-0513,0620
MEDICAL ADVISORY BOARD COORDINATOR (2 POSITIONS)
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
