

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	Manager of Calendar Services (Providence)	Classification Code:	0052061
Salary Range:	Gr. 4424A \$44,811-52,394	Reference Position Number:	2725-10000-#0167
Department or Agency Name:	Judicial	Application Period:	January 24 – 30, 2012
Division/Section/Unit:	Superior Court		
Shifts and Days:	Monday - Friday 1st	Job Location:	Providence County
Restrictions/Limitations:	<u>Pending Availability of Funds – INTERNAL POSTING ONLY:</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Employees Union - Local 808</u>		

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:

- ◆ The title of the position for which you are applying
 - ◆ Name of department where you are currently employed
 - ◆ Title of your present position and date you entered it
 - ◆ Date you entered State service
 - ◆ Your business telephone number
 - ◆ 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:

Assists the Program Coordinator with caseflow management for criminal and civil calendars. Works directly with judges in charge of the calendars to carry out caseflow management policies and procedures established by the Presiding Justice of the Superior Court. Responsible for managing employees in all aspects of the day to day activities of the case scheduling office, including the development of calendars of court events and statistical reports; assigning personnel to attend certain court sessions; and oversight of computerized data processing. Interacts with the Clerk's Office, Departments of the Attorney General, and the Public Defender, other state agencies, members of the private bar and the public to coordinate case scheduling. Requires a thorough knowledge of court rules, policies, procedures and legal documents pertaining to the case scheduling process; knowledge of modern office practices and procedures; the ability to maintain accurate and complex office records; and the ability to supervise, assign, and review the work of others. Ability to communicate effectively orally and in writing. Performs related work as required.

EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:

Education: Such as may have been gained through: Graduation from high school required, supplemented by college level courses in business, public or court administration, or related fields. Requires experience in a supervisory capacity in work involving familiarity with court rules, procedures, policies and legal documents pertaining to the case scheduling process and computerized data entry. Or an equivalent combination of education and experience.

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:

Joseph V. Conley
Deputy Superior Court Administrator
250 Benefit Street
Providence, RI 02903
Fax: 401-222-8749

TDD#: 401-222-3269

(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.