

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Principal Asst. Administrator</u>	Classification Code:	<u>00405700</u>
Salary Range:	<u>Gr. 4425A \$49,835 - \$56,409</u>	Reference Position Number:	<u>2710-10100- TBD</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>January 26 -30, 2015</u>
Division/Section/Unit:	<u>Supreme Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of four counties</u>
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 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:

Under the supervision of the Project Manager – Sr. Functional Support Specialist, the Functional Support Specialist will assist with the coordination and processing of all Judicial Technology Center (JTC) helpdesk tickets relating to File and Serve issues, new case management system (Odyssey) issues and old case management issues (Legacy). To assist in the maintenance of File and Serve error queues; filings in the Default Review queue and the configuration of updates including new codes and modification to codes and maintenance of user security in the File and Serve, Odyssey and Legacy systems. Responsible for the coordination of training of court employees on the Legacy case management system and the new Odyssey case management system; maintenance of training calendars, creation of training manuals and one-on-one employee training as may be required. Responsible for extensive testing of new applications; significant communications and coordination with outside vendor (Tyler) and the courts and JTC's applications department and other related duties as may be assigned.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from high school required, supplemented by classes/training in computer science or related field; Bachelor of Science degree from an accredited institution preferred. Knowledge of the state court system in the areas of business processes and management systems required. Must have strong communication skills both verbal and written, previous experience as a computer trainer; ability to multitask and maintain detailed records. Must have familiarity and experience with the Judiciary's current technology software applications; extensive knowledge of MS Office XP products and the Judiciary's ACS and Odyssey case management systems; knowledge of the Supreme Court's attorney registration system, MCLE system and indigent defense system a plus as is experience with the child protection portal and customized juvenile case management systems.

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:

Marisa P. White
Assistant State Court Administrator/Employee Relations
250 Benefit Street
Providence, RI 02903
401-222-2625

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.