



STATE OF RHODE ISLAND
invites applications for the position of:

**PRINCIPAL ASSISTANT
ADMINISTRATOR**

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION: Superior Court
OPENING DATE: 09/07/16
CLOSING DATE: 09/11/16 11:59 PM
SALARY: \$50,655.00 - \$57,361.00 Annually
PAY GRADE: 4425 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: Monday - Friday; 8:30 AM to 4:30 PM
HOURS OF WORK
WORK WEEK: Standard 35.0 Hours
RESTRICTIONS/LIMITATIONS: Pending Availability of Funds
ASSIGNMENT(S)/COMMENTS: 5 Day Internal Only Posting
JOB NUMBER: 2725-10500-0833

CLASS DEFINITION:

To assist the Jury Commissioner/ Associate or Assistant Commissioner in providing administrative support and coordination of the out-county one day/one trial system in Kent, Newport and Washington Counties, and to assume the duties and responsibilities of the Associate Jury Commissioner in his/her absence; to review and categorize juror qualification questionnaires received by mail; to call or interview in person potential jurors to determine their qualifications for jury service; to otherwise investigate these qualifications; to collect and record information on potential jurors and jurors selected; to assist with the supervising of the initiation and supervision of jurors summoned; monitor and record juror utilization; and to assist the Jury Commissioner, the Associate or Assistant Commissioner with other work related to the qualification and summoning of jurors and the daily operation of the Jury Commissioner's office.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

High School diploma required, college preferred; Experience such as may have been gained through employment in a responsible position involving investigative work or other experience that

demonstrates ability in interviewing persons, obtaining facts, conducting research, writing reports. Experience with Microsoft Excel, Microsoft Word and modern office practices required; or any combination of education and experience equivalent to the above education and experience.

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 #2725-10500-0833
PRINCIPAL ASSISTANT ADMINISTRATOR
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
