



STATE OF RHODE ISLAND  
invites applications for the position of:

## PRODUCTION SYSTEMS SPECIALIST

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**DEPARTMENT:** JUDICIAL DEPARTMENT - CONSTITUTION

**DIVISION:** Superior Court

**OPENING DATE:** 09/07/16

**CLOSING DATE:** 09/11/16 11:59 PM

**SALARY:** \$40,880.00 - \$46,714.00 Annually

**PAY GRADE:** 4420 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 to 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:** 2725-10500-0834

**CLASS DEFINITION:**

To assist the Jury Commissioner/ Associate or Assistant Commissioner with administrative support. Responsible for providing customer support and performing various clerical functions of a responsible nature; handling of general office duties. To provide assistance with work related to the qualifications and summoning of jurors and with the day to day operations 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 an office environment using modern office practices. Working knowledge of Microsoft Word, Excel, Outlook required; or combination of education and experience equivalent to the above requirements.

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AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

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- 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 #2725-10500-0834  
PRODUCTION SYSTEMS SPECIALIST  
MC

One Capitol Hill  
Providence, RI 02908

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

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