



STATE OF RHODE ISLAND
invites applications for the position of:

**RECORDS CLERK/DATA ENTRY AIDE (2
POSITIONS)**

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION: District Court
OPENING DATE: 09/30/16
CLOSING DATE: 10/09/16 11:59 PM
SALARY: \$31,967.00 - \$34,735.00 Annually
PAY GRADE: 4410 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
JOB NUMBER: 2735-10000-0296,0298
CLASS DEFINITION:

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

The primary responsibility of this position is to assist in the Clerk's Office by performing clerical work of a responsible nature under the supervision of the Supervisory Clerk. All job assignments may require lateral or below lateral responsibilities as provided by Article II, Section 2.1 and Article IV, Section 4 of the Judicial, Professional and Technical Employees Local Union 808 contract. The Chief Judge or her designee may assign this position to any of the four District Court locations.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from a senior high school, including or supplemented by courses in typing and/or data processing; experience such as may have been gained by employment in a position requiring knowledge of data processing and modern offices practices; or a 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 #2735-10000-0296,0298
RECORDS CLERK/DATA ENTRY AIDE (2 POSITIONS)
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
