



STATE OF RHODE ISLAND
invites applications for the position of:

RECORDS CLERK/DATA ENTRY AIDE

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION: Superior Court
OPENING DATE: 08/29/16
CLOSING DATE: 09/07/16 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: Monday - Friday; 8:30 AM to 4:30 PM
HOURS OF WORK
WORK WEEK: Standard 35.0 Hours
RESTRICTIONS/LIMITATIONS: Pending Availability of Funds
JOB NUMBER: 2725-10000-0303
CLASS DEFINITION:

The Records Clerk/Data Entry Aide will update and maintain required data in the Court's electronic filing system. Responsible for answering telephones, providing customer support, performing various clerical functions of a responsible nature, handling general office duties; organizing case files for court calendars; performing messenger services and to do related work as may be assigned by the Superior Court Clerk or his/her designee.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from an accredited high school required. Courses in typing and/or data processing helpful. Some light lifting may be required (30 lbs.). Experience such as may have been gained by employment in a position requiring knowledge of data processing and modern office practices, or a combination of

education and experience equivalent to the above requirements.

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 #2725-10000-0303
RECORDS CLERK/DATA ENTRY AIDE
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
