



STATE OF RHODE ISLAND
invites applications for the position of:

**SEASONAL LABORER - RECORDS
CENTER**

DEPARTMENT:	JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION:	Supreme Court
OPENING DATE:	02/12/20
CLOSING DATE:	Continuous
SALARY:	\$15.00 - \$15.00 Hourly
PAY GRADE:	420H
JOB TYPE:	Non-Union (Judiciary) (111)
NAME OF BARGAINING UNIT UNION:	Non-Union (Judiciary) (111)
LOCATION:	Any of 4 County Locations
SCHEDULED WORK DAYS: HOURS OF WORK	Monday - Friday 1st Shift
WORK WEEK:	Standard 35.0 Hours
RESTRICTIONS/LIMITATIONS:	Limited to availability of funding; 6-month seasonal position; no benefits
JOB NUMBER:	2710-10000-TBD
CLASS DEFINITION:	

This position is assigned to the Judicial Records Center. Primary responsibilities include the performance of assigned labor-intensive tasks in a warehouse environment. Duties include but are not limited to: perform physical labor by repetitively lifting and carrying boxes weighing up to 50 pounds, unloading trucks, and climbing ladders; operate material handling equipment including hand trucks and pallet jacks; perform general records management tasks such as inventorying, indexing, filing, and file retrieval as needed; and all other duties as assigned by the Records Center Director or his/her designee.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Education as may have been gained through graduation from a senior high school or successful completion of the high school equivalency examination. Experience working in a warehouse environment preferred. The successful candidate must have superior organizational skills and a keen eye for detail. The successful candidate must also be physically able to lift and carry a minimum of fifty (50) pounds and to climb ladders; employment is contingent upon successful completion of a pre-employment physical examination.

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 #2710-10000-TBD
SEASONAL LABORER - RECORDS CENTER
SM

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questions@hr.ri.gov
