

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	Sr. Mgt. Analyst-Functional <u>Support Specialist</u>	Classification Code:	00661600
Salary Range:	Gr. 4423A \$44,426 - \$51,832	Reference Position Number:	<u>2710-10100-0049</u>
Department or Agency Name:	Judicial	Application Period:	<u>February 10 – 19, 2015</u>
Division/Section/Unit:	<u>Supreme Court - JTECH</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of four counties</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Union Local 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- ◆ The title of the position for which you are applying
- ◆ Name of department where you are currently employed
- ◆ Title of your present position and date you entered it
- ◆ Date you entered State service
- ◆ Your business telephone number
- ◆ Present Union Affiliation ***

***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

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 and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

The Senior Management Analyst-Functional Support Specialist will provide assistance within the Judicial Technology Center (JTC) with helpdesk tickets relating to File and Serve issues; new case management system (Odyssey) issues and old case management issues (Legacy); will provide assistance with the maintenance of File and Serve error queues; the configuration of updates including new codes and the modification to existing codes; will assist with the coordination of training of court employees on both the Legacy case management system and the new Odyssey case management system; will assist with the testing of new applications and documents; provide coordination between the courts and the JTECH applications department for testing of court specific reports, forms and updates; and participate in the development of systems standards, policies and procedures.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from high school required, college degree preferred. Experience within the state court system in the areas of business processes and management systems required. Must have strong communication skills both verbal and written, ability to multitask and maintain detailed records. Extensive knowledge of MS Office XP products required; strong familiarity and experience with the Judiciary's current technology software applications a plus. Must maintain a high degree of integrity, decorum, and respect for court personnel at all times and possess the ability to communicate with court personnel at all levels.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. To apply online please go to www.ApplyRI.com. Resume and/or CS-14 Application may be sent to:

SEND RESUME AND/OR CS-14 Application to:

Marisa P. White
Assistant State Court Administrator/Employee Relations
250 Benefit Street
Providence, RI 02903
401-222-2625 (fax)

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

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.

CS-376 Rev. (2/05)