



STATE OF RHODE ISLAND
invites applications for the position of:

Senior Administrative Aide

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION

DIVISION: Superior Court

OPENING DATE: 10/24/16

CLOSING DATE: 10/28/16 11:59 PM

SALARY: \$37,572.00 - \$41,993.00 Annually

PAY GRADE: 4417 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: 2725-10500-0836

CLASS DEFINITION:

To assist the Jury Commissioner/Associate Jury Commissioner in providing administrative support; to review and categorize juror qualification questionnaires received by mail to determine qualifications for jury service; to otherwise investigate these qualifications; to collect and record information on potential jurors and jurors selected; to assist and supervise jurors summoned; also monitor and record juror utilization; and to assist the Jury Commissioner or the Associate Jury Commissioner with other work related to the qualification and summoning of jurors or the general operation of the Jury Commissioner's Office.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

High School diploma required. Experience that may have been gained through employment in a responsible position involving investigative work or other employment that demonstrates ability in interviewing persons, obtaining facts, writing reports; or any combination of education and experience equivalent to the above.

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 #2725-10500-0836
SENIOR ADMINISTRATIVE AIDE
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
