



STATE OF RHODE ISLAND
invites applications for the position of:

**DEPUTY CLERK / SENIOR MANAGEMENT
ANALYST**

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION: Worker's Compensation Court
OPENING DATE: 07/11/16
CLOSING DATE: 07/15/16 11:59 PM
SALARY: \$47,486.00 - \$54,747.00 Annually
PAY GRADE: 323 A
JOB TYPE: Council 94 (2-36)
NAME OF BARGAINING UNIT UNION: Council 94 Local 2884 (21)
LOCATION: Providence
**SCHEDULED WORK DAYS:
HOURS OF WORK** Monday - Friday; 8:30 AM - 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: 2750-80100-0582
CLASS DEFINITION:

Under the direction of the Executive Director and the Assistant Administrator of Policy and Programs for the Workers' Compensation Court, the Deputy Clerk/Senior Management Analyst will assist in the operation of the Court's case management system, ensuring all information is entered in a timely fashion, perform quality assurance functions, and generate reports as needed. The Deputy Clerk/Senior Management Analyst will also review all new petitions filed with the Court; ensure that new petitions are consolidated with previously filed petitions; assign petitions to each Judge's pretrial calendar. The Deputy Clerk/Senior Management Analyst will perform any and all of the administrative and support duties required in assisting Judges of the Court. Responsibilities include the handling of all legal transactions processed by the Court. The Deputy Clerk receives and assigns cases to the calendar, assists lawyers, litigants and paralegals, maintains files and makes docket entries; swears witnesses, summons lawyers and witnesses to hearings, and performs other judicial support duties as required. The Deputy Clerk/Senior Management Analyst shall perform other lateral and lower grade responsibilities as directed by the supervisor and provided for in the bargaining unit agreement.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from an accredited high school; college degree is preferred. Two years courtroom/clerk's office experience is required. Candidate must have knowledge of current technology software applications written for or installed in the Rhode Island Judiciary for court operations or court case processing. Knowledge of word processing, the Workers' Compensation Court Rules of Procedure, legal document processing, decision and decree processing, summons processing, strong data entry skills and familiarity with uniform system of citation. The ability to communicate clearly and consistently, both orally and in writing, is essential.

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 RIGLS 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 #2750-80100-0582
DEPUTY CLERK / SENIOR MANAGEMENT ANALYST
MC

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Providence, RI 02908

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