



**STATE OF RHODE ISLAND**  
invites applications for the position of:

## **STAFF ATTORNEY II**

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**DEPARTMENT:** JUDICIAL DEPARTMENT - CONSTITUTION

**DIVISION:** Supreme Court

**OPENING DATE:** 05/26/16

**CLOSING DATE:** 06/04/16 11:59 PM

**SALARY:** \$64,176.00 - \$72,649.00 Annually

**PAY GRADE:** 8830 A

**JOB TYPE:** Non-Union (Judiciary) (111)

**NAME OF BARGAINING UNIT UNION:** Non-Union (Judiciary) (111)

**LOCATION:** Providence

**SCHEDULED WORK DAYS:  
HOURS OF WORK** Monday - Friday; 8:30 AM to 4:30 PM

**WORK WEEK:** Non-Standard

**RESTRICTIONS/LIMITATIONS:** Pending Availability of Funds

**JOB NUMBER:** 2710-10000-XX

### **CLASS DEFINITION:**

The Staff Attorney II will provide assistance to the Office of General Counsel involving the rendering of legal advice and counsel relating to the operation and administration of the Judiciary. Duties will include but not be limited to: serving as the Deputy ADA Coordinator responsible for ADA training, handling requests for accommodations from court users and employees, oversight and monitoring of all accessibility equipment maintained by the Judiciary, and handling any other ADA-related responsibilities as assigned by the ADA Coordinator; drafting and reviewing contracts and purchasing documents; researching, drafting, and monitoring legislation; assisting with employee relations issues, including training, labor negotiations, contract administration, grievances, arbitration, and other employment law matters; providing legal advice on bar admission, attorney registration and related matters; reviewing limited liability entity license applications for compliance with court rules and applicable statutory provisions. Provide general legal research and assistance to Supreme Court boards and committees, administrative departments, lower courts and individual justices on various projects and matters including the application of the Code of Judicial Conduct. Interface with other State agencies and departments, outside attorneys and the Department of the Attorney General regarding interagency matters and/or litigation brought by and against the Judiciary; research requests made under the Access to Public Records Act and other related duties as may be assigned by General Counsel, the Clerk of the Supreme Court and/or the State Court Administrator. May require some court appearances in state and/or federal court.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Law degree from an accredited law school. Applicant must be a member in good standing of the Rhode Island Bar for a minimum of five years and be admitted to the RI Federal District Court for the District of Rhode Island. Demonstrated experience in legal research and outstanding writing skills necessary. Interviewed candidates will be required to present writing samples. Proficiency with word processing, e-mail, legal research required. Experience with other computer programs and applications a plus. Knowledge of litigation process and judicial and state government systems preferred. Must have demonstrated leadership skills, excellent interpersonal, organizational, oral, and written communication skills, as well as the ability to take direction well, work independently and as part of a team.

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**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-XX  
STAFF ATTORNEY II  
MC

One Capitol Hill  
Providence, RI 02908

[questions@hr.ri.gov](mailto:questions@hr.ri.gov)

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