



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

**SUPERVISING DEPUTY CLERK  
TRAINING OFFICER**

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**DEPARTMENT:** JUDICIAL DEPARTMENT - CONSTITUTION

**DIVISION:** District Court

**OPENING DATE:** 10/24/16

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

**SALARY:** \$45,138.00 - \$52,692.00 Annually

**PAY GRADE:** 4423 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:** 2735-10000-TBD

**CLASS DEFINITION:**

To perform the duties of a courtroom clerk, assist Judges and Magistrates in the courtroom, perform supervisory functions and data entry assignments, operate digital recording equipment and assist the Clerk of the County by exercising the statutory powers of a Deputy Clerk and assisting in all areas of operation of the Clerk's office (civil, criminal and small claims). Pursuant to 8-8-15(b), the Chief Judge of the District Court shall appoint assistant clerks to the various divisions of the District Court to serve at her pleasure. ALL JOB ASSIGNMENTS MAY REQUIRE LATERAL OR BELOW LATERAL RESPONSIBILITIES AS PROVIDED BY ARTICLE II, SEC. 2.1 OF THE JUDICIAL, PROFESSIONAL & TECHNICAL EMPLOYEES UNION, LOCAL 808 CONTRACT.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Graduation from a senior high school required, college degree preferred. Must have five to ten years of experience and knowledge of all aspects of the operations in a District Court Clerk's Office, data processing skills, and strong communication skills.

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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 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 #2735-10000-TBD  
SUPERVISING DEPUTY CLERK TRAINING OFFICER  
MC

One Capitol Hill  
Providence, RI 02908

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

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