STATE OF RHODE ISLAND
invites applications for the position of:

COURT AIDE - 3 MONTH LIMITED POSITION (3 Positions)

DEPARTMENT:	JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION:	Superior Court
OPENING DATE:	03/21/16
CLOSING DATE:	03/30/16 11:59 PM
SALARY:	$13.00 - $13.00 Hourly
PAY GRADE:	0277 H
JOB TYPE:	Non-Union (Judiciary) (111)
NAME OF BARGAINING UNIT UNION:	Non-Union (Judiciary) (111)
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; 3 Month Limited Position
ASSIGNMENT(S)/COMMENTS:	No Benefits
JOB NUMBER:	2725-10000-X3
CLASS DEFINITION:	

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist with the updating of court records; answer telephones and perform varied office functions. To perform data entry work of a responsible nature and in an accurate and efficient manner. Will be required to research files in the case management system, use scanning equipment and handle related clerical work as may be assigned.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from a senior high school, including or supplemented by additional course-work; typing and data entry experience ; or any combination of education and experience that shall be substantially 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 #2725-10000-X3
COURT AIDE - 3 MONTH LIMITED POSITION (3 POSITIONS)
MC

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Providence, RI 02908

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