



STATE OF RHODE ISLAND
invites applications for the position of:

SUPERVISORY CLERK

DEPARTMENT: JUDICIAL DEPARTMENT - CONSTITUTION

DIVISION: District Court

OPENING DATE: 10/24/16

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

SALARY: \$52,692.00 - \$59,793.00 Annually

PAY GRADE: 4426 A

JOB TYPE: LIUNA 808 (Judiciary) (51)

NAME OF BARGAINING UNIT UNION: LIUNA Local 808 (Judiciary) (51)

LOCATION: Providence

**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:

Assist the Assistant Administrator of Policy and Programs in charge of the Sixth Division with the overall supervision of the Clerk's office, specifically with the criminal department of the court. The duties of the Supervisory Clerk include management of personnel, monitoring the issuance, receipt and filing of all criminal documents, and the performance of other related duties as directed by the supervisor of the Sixth Division.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from a Senior High School required, Bachelor's Degree in a law-related field preferred. Minimum five to ten years of experience in all aspects of the operations of a District Court Clerk's Office; the oversight of personnel, providing efficient and professional customer service, strong written and verbal communication skills; or any combination of education and experience that is substantially equivalent to the above education and experience.

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
SUPERVISORY CLERK
MC

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
