



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

## **DEPUTY CLERK**

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**DEPARTMENT:** JUDICIAL DEPARTMENT - CONSTITUTION

**DIVISION:** Superior Court

**OPENING DATE:** 10/17/16

**CLOSING DATE:** 10/21/16 11:59 PM

**SALARY:** \$40,880.00 - \$46,714.00 Annually

**PAY GRADE:** 4420 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:** 2725-10000-0200

**CLASS DEFINITION:**

To perform all of the duties and responsibilities of an Assistant Clerk of the Superior Court including but not limited to, processing office transactions using electronic filing case management system and attending court sessions. Emphasis will be on attending court sessions, assisting in the management of court calendars and issuing writs. To perform duties assigned by the Clerk of Superior Court or designee that are intended to insure that civil and criminal procedures are carried out efficiently; and to perform any related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Graduation from high school required; Bachelor's Degree in a law-related field preferred. Must be proficient in interpreting and applying court rules and regulations. Excellent organizational skills are a must. Experience such as may have been gained as an Assistant Clerk in Superior Court or another state court, tribunal, or private law practice; or any combination of education and experience that is substantially equivalent to the above education and experience.

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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 #2725-10000-0200

DEPUTY CLERK

MC

One Capitol Hill  
Providence, RI 02908

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

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