# VACANCY NOTICE

**FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT** **CS-376 Rev. (8/08)**

**DESCRIPTION OF POSITION**

**TITLE OF POSITION**: Clerical (Intake) Position **CLASSIFICATION CODE:** 03240001
**SALARY RANGE**: $19.81 hourly **REFERENCE POSITION NO**: Grade 40288/00239
**Department or Agency Name**: Public Defender **APPLICATION PERIOD**: 10/20/26-10/29/26
***Division/Section/Unit***: Intake (includes grace period)
**Assignment(s)/Comments:**
**Shift and Days:** Monday – Friday (hours as needed) **Job Location:** Statewide as needed
**Restrictions/Limitations:** seasonal / part-time 19 hours per week
**Position Covered By Collective Bargaining Agreement**: **YES** **NO** X
**Name of Bargaining Unit**: NON UNION
**There is _____is not** x **a Civil Service List for this position**. See A/B or Both for Specific Instructions
Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.

**INSTRUCTIONS:**

**A. STATE EMPLOYEE LATERAL BIDDER:** Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.

**MOST IMPORTANT** - *please include the following information:*

- **The title of the position for which you are applying**
- **Name of department where you are currently employed**
- **Title of your present position and date you entered it**
- **Your business telephone number**
- **Date you entered State service**
- **Present Union Affiliation*****

***** *in certain agencies, bargaining union applications will receive preferential consideration according to contract.*

**B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:**

If indicated above that **no civil service list** exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.

**C. AMERICANS WITH DISABILITIES ACT:**

- **Reasonable Accommodation:**

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).

**STATEMENT OF DUTIES**

**DUTIES / RESPONSIBILITIES:**

SEE ATTACHED JOB DESCRIPTION

**MINIMUM EDUCATION & EXPERIENCE**

**EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:**

(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)

**Education:** Such as may have been gained through; _____and **Experience:** Such as may have been gained through._____ **Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

SEE ATTACHED JOB DESCRIPTION

**WHERE TO APPLY**

*Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume* responsibility for applications sent through the mail.

**SEND RESUME OR CS-14 APPLICATION TO**:

Collin Geiselman, Public Defender
Office of the Public Defender
160 Pine Street
Providence, RI 02903
**email: careers@ripd.org**

Telephone 222-3492
Fax #: 222-3287
TTY/TTD
Telecommunication Device for the Deaf)

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

CLASS TITLE: CLERICAL (INTAKE) GRADE H40288
CLASSIFICATION 03240001

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the intake of new clients by interviewing referrals and processing intake paperwork; to assist as required with the general gathering of, collation of, and processing of case paperwork, including courier of paperwork between statewide offices; telephone and/or walk-in reception; data entry related to client and case intake and case tracking; to assist as required the Intake Coordinator in all activities within the Intake Unit; to assist as required with general office tasks such as filing and copying.

SUPERVISION RECEIVED: Works under the direction and supervision of the Intake Coordinator. May be assigned by the Intake Coordinator to work with, and be supervised by, other office personnel for specific periods and/or specific tasks.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- Electronic or hand-written interviews of prospective clients;
- Data entry of interviews or other case tracking information;
- Filing and copying;
- Answering telephones and handling walk-in clients;
- Monitoring courtrooms and providing general assistance including paperwork distribution between statewide offices and/or courtrooms.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Working knowledge of English, spelling, grammar and basic arithmetic; extreme accuracy and thoroughness in recording information received; legible and neat handwriting; accurate typing at a reasonable data entry speed; familiarity with or ability to quickly learn data entry; working knowledge of departmental rules, regulations, procedures, functions, and the ability to apply those to work problems; working knowledge of, or ability to learn

quickly, basic court procedures and terminology; ability to intelligibly explain various court and office protocols and processes to clientele;

pleasant, tactful and courteous manner with clients, employees, court and other department personnel, and the general public; the ability to develop and maintain good working relationships with other employees; responsible judgment and discretion in dealing with clients and the general public.

Valid motor vehicle operator's license and personal transportation such as to be able to report to multiple locations during a single day or to report to locations not easily accessible by public transportation.

PREFERRED QUALIFICATIONS FOR APPOINTMENT: Fluency in language other than English, preferably Spanish, Portuguese or Southeast Asian languages.

EDUCATION AND EXPERIENCE

A high school diploma or G.E.D., or employment experience that is substantially equivalent.