Vacancy Notice

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position

TITLE OF POSITION: Asst.Public Defender I
CLASSIFICATION CODE: 00580900
SALARY RANGE: 106648-120960
REFERENCE POSITION NO.: Grade 0836A/P102696
Department or Agency Name Public Defender
APPLICATION PERIOD: 11/18/26-11/28/26
Division/Section/Unit (includes grace period)
Assignment(s) / Comments .
Shift and Days: Monday - Friday 1st Shift
Job Location: Providence / statewide as needed
Restrictions/Limitations: NONE
Position Covered By Collective Bargaining Union Agreement **Yes** ____ **No** x
Name of Bargaining Unit 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 candidates who have taken the exam and are reachable should apply.

General Information to Candidate

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 Affiliations*

****** In certain agencies, bargaining union applicants 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 in 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 (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 therefore 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: **or Experience**: Such as may have been gained through:
Special Requirement:

SEE ATTACHED JOB DESCRIPTION.
PLEASE SEND COVER LETTER, RESUME AND WRITING SAMPLE TO CAREERS@RIPD.ORG.

Where to

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

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

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: ASSISTANT PUBLIC DEFENDER I

SALARY GRADE: 836 A CLASSIFICATION: 00580900 SALARY RANGE: 106648-120960

DIRECT REPRESENTATION: Representation of indigent defendants and respondents in all cases assigned. Representation may include, depending upon the area of specialty, intake processing, collection of background information concerning the client and offense, interviewing clients and witnesses, case investigation, preparation for court proceedings, legal research and writing, and any other representation functions. Representation also includes maintaining frequent contact and a good working relationship with client, and thorough knowledge of up-to-date and relevant law and procedure.

ADMINISTRATIVE: Senior members of units who may be required to act as Division heads in appropriate circumstances. Required to act on own initiative in absence of Division head to ensure quality of representation within Division by all staff.

Maintain accurate and complete files with entries made in a timely manner, and providing such reporting as may be required. Current and thorough knowledge of corrections and community treatment programs and other resources for clients. Participating in periodic evaluations. Periodic preparation of documents supporting office programs and funding. Participating in public defender training and community programs. Intake interviews and financial eligibility determinations as required.

Generally assigned by Division Chief. When so assigned, responsible for: training of legal staff within unit; coordination of daily operation of unit; required to work with non-legal administrative staff to ensure efficient representation of clientele; responsible for ensuring that office policies are followed within unit both with respect to representation function and office practices and procedures.

SUPERVISION REQUIRED: Works under the general supervision of division head, with considerable latitude for the exercise of initiative an independent judgment in the representation of clients assigned and the operation of Unit. Work is reviewed and evaluated periodically.

SUPERVISION EXERCISED: Supervision of entry and midlevel attorneys as assigned. With respect to representation in individual cases, plans, organizes, coordinates, directs and

reviews the work of professional assistants, investigators, social workers, and administrative support staff assigned to unit.

CASELOAD: Generally not limited, either in type or number.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

May determine financial eligibility and assign cases within Unit, as delegated by Division head.

Ensure coverage of all proceedings within the ambit of the Unit's responsibility.

Advise and represent the legal interests of assigned clients pertaining to the technical and legal aspects in the relevant legal specialty.

Represent clients at a variety of court proceedings, including but not limited to hearings, conferences, oral arguments, and trials.

Provides legal assistance to inmates at the Adult Correctional Institutions, Training School, any federal penitentiary, or any state prison requesting assistance from the Office of the Public Defender for the purpose of resolving pending criminal charges.

Provide technical and legal assistance to any other assistant public defender as required.

Prepare detailed reports and recommendations.

Respond to requests for technical and/or legal advice as assigned by supervisor(s).

Remain knowledgeable about federal and state law, as relevant to the legal specialty practiced.

Prepare briefs for memorandum and/or argument, as assigned.

Prepare legal research necessary to conduct a criminal trial or hearing.

Related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of relevant federal, state, and local laws; a thorough knowledge of the problems inherent in the criminal justice field; the ability to act as advisor and/or counselor to clients assigned; the ability to meet and deal effectively with officials of the State, Court, or local prosecution; the ability to conduct special research projects; the ability to prepare detailed factual reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through graduation from a law school of recognized standing, and

EXPERIENCE: Such as may have been gained through employment as a practicing attorney or previous experience in a responsible position in a related field.

SPECIAL REQUIREMENT: A J.D. from an accredited law school; admission to the Rhode Island Bar, or eligibility for waived admission.

PARTICIPANT IN THE J.R. JUSTICE LOAN REPAYMENT ASSISTANCE

To apply, please send a cover letter and resume to careers@ripd.org. The Rhode Island Public Defender is an equal opportunity and diversity employer. We encourage applications from people whose backgrounds are underrepresented in the legal profession.