Vacancy Notice

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position

TITLE OF POSITION: Administrative Secretary
CLASSIFICATION CODE: 00440400
SALARY RANGE: 53382-59294
REFERENCE POSITION NO.: Grade 5417A/ 00288
Department or Agency Name Public Defender
APPLICATION PERIOD: 11/11/23-11/21/26
Division/Section/Unit (includes grace period)
Assignment(s) / Comments .
Shift and Days: Monday - Friday 1st Shift
Job Location: Providence / statewide as needed
Restrictions/Limitations:
Position Covered By Collective Bargaining Union Agreement **Yes** x **No**
Name of Bargaining Unit Union: Local 808 (Liuna)
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*
- *Title of your present position and date you entered it*
- *Date you entered State service*
- *Name of department where you are currently employed*
- *Your business telephone number*
- *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).

Minimum Education & Statement

DUTIES / RESPONSIBILITIES:
See attached job description

(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 Application 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: aamaral@ripd.org

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: ADMINISTRATIVE SECRETARY

SALARY GRADE: 05417A CLASSIFICATION: 00440400

SALARY RANGE: $53382-59294

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as a supervisor in a staffed office for other administrative personnel in the absence of a Case Management Coordinator, and carry out the responsibilities of that position in such absence; to provide service as a computer operator for the Office's computer system and its functionality with RIJSS; to coordinate criminal calendars before the State's Courts as they pertain to the Office; to coordinate case assignments for other Assistant Public Defenders; to relieve such individuals of important administrative duties; to handle correspondence and other routine matters; and to do related work, as required.

SUPERVISION RECEIVED: Works under the direction of the Executive Assistant and supervision of the Case Management Coordinator, where assigned, Assistant Public Defender in charge of a work location, the Public Defender and/or the Deputy Public Defender with considerable latitude allowed for the use of independent judgment.

SUPERVISION EXERCISED: In the absence of a Case Management Coordinator, supervises Legal Secretary I and II, and Data Entry Aide, assigned to assist on a temporary or permanent basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

While in a supervisory capacity, to insure that other clerical staff members have a fair and adequate workload and are all properly instructed and trained on the performance of their duties.

To report the proper discharge of sick, vacation, and/or personal leave taken by staff members at said work location, including any abuses in daily attendance, to the Executive Assistant or designee, and to ensure compliance with these and similar personnel policies in the absence of the Case Management Coordinator.

To provide computer operator assistance and coordination at said work location to insure the proper operation of the Office's computer system and/or the Office's computer system as it interacts with RIJSS.

To provide statistical coordination and reports among all the courts and staff members occupying said work location.

To personally resolve the more routine complaints and refer those of a more complex nature to the appropriate staff member.

To receive Office correspondence and insure that it is directed to the appropriate individuals and that appropriate action is taken.

To serve as a legal secretary to attorneys; make appointments for clients with attorneys; maintain a daily diary of appointments and scheduled cases; to assist clients with problems related to their representation insofar as is consistent with training and experience; to answer questions and interpret departmental policies and procedures to other employees, and the general public.

To ensure the smooth operation of the staffed office generally as it relates to clerical staff in the absence of the Case Management Coordinator.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of modern legal office practices, procedures, and equipment; a working knowledge of basic computer principles and utilities functions; a working knowledge of business English, spelling and arithmetic; a working knowledge of departmental rules, regulations, procedures, functions, and ability to apply these to work problems; familiarity with the principles and practices of office management and supervision; skill in taking and transcribing oral dictation of complex and technical material and in typing accurately from rough draft or clean copy; the ability to work independently on difficult or complex clerical tasks or routine administrative tasks and to prepare non-routine correspondence; the ability to maintain complex clerical records and prepare accurate reports; the ability to exercise good judgment, courtesy, and tact in receiving office callers and in making proper dispositions of problems; the ability to plan, assign, supervise, and review work of clerical employees; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through an A.A. Degree in Secretarial Sciences, Secretarial School Certification and/or graduation from a senior high school, including or supplemented by courses in shorthand, typing, modern business office practices and computer usage and problem resolution; and

EXPERIENCE: Such as may have been gained through: employment of a progressively responsible nature involving the performance of varied supervisory, clerical, and stenographic work of a complex legal and responsible nature for a period of eight years. Must be able to type 60 words per minute and take dictation at 85 words per minute.

OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Strong preference given to candidates who are fluent in both English and Spanish.

MINORITY CANDIDATES ARE ENCOURGAED TO APPLY

THE OFFICE OF THE PUBLIC DEFENDER IS AN
EQUAL OPPORTUNITY AND DIVERSITY EMPLOYER