

Vacancy Notice

CS-376

REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief Investigator	CLASSIFICATION CODE: 00382700
	SALARY RANGE: 79457-89861	REFERENCE POSITION NO.: Grade 828/035
	Department or Agency Name Public Public Defense	APPLICATION PERIOD: 9/30/26-10/9/26
	Division/Section/Unit	(includes grace period)
	Assignment(s) / Comments .	
General Information to Candidate	Shift and Days: Monday - Friday 1st Shift	Job Location: Providence / statewide as needed
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes No ☒	
	Name of Bargaining Unit Union:	
	There is ☐ is not ☒ a Civil Service List for this position	See A/B or Both for Specific Instructions
Statement of Duties	NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
	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 <u>on the application</u> or <u>within a cover letter</u> , 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	
Minimum Education &	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> 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.	
Where to	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).	
	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHED JOB DESCRIPTION	
Where to	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.	
Where to	PLEASE SEND COVER LETTER, RESUME to CAREERS@RIPD.ORG.	
	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	Telephone #: 222-3492
	OFFICE OF THE PUBLIC DEFENDER	Fax #: 222-3287
	160 PINE STREET	TTY/TDD #: _____
PROVIDENCE, RI 02903	(Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: CHIEF INVESTIGATOR Classification:00382700

Salary Range: 79457-89861 Pay Grade:0828

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct the work of staff investigators engaged in the performance of important field investigatory work in the enforcement of regulations and policies which are the responsibility of staff investigators; to do all functions as detailed in investigators' descriptions; and to do related work as required.

SUPERVISION RECEIVED: General procedures are outlined and policies are detailed by the Public Defender; specific instructions are rarely received, unusually difficult problems that are encountered are subject to consultation with the Public Defender; work is subject to but does not always receive review by the Public Defender.

SUPERVISION EXERCISED: Plans, directs, and reviews of the work of subordinates engaged in investigatory and related duties.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In a unit of a state department or agency, to plan, coordinate, participate in and supervise the work of employees engaged in such duties as:

All duties described in that of Staff Investigator.
To perform tasks of a particularly complex or responsible nature.
To do polygraph testing when required to do so by a staff attorney.
To submit written reports of results of polygraph testing.
To review the reports of subordinates and initiate appropriate administrative action thereon.
To attend and testify at trials and hearings.
To make regular and special reports.
To handle correspondence.
To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES:

A thorough knowledge of the principles, techniques, methods and investigation of defense of criminal cases; the ability to plan, supervise and review the work of a staff engaged in field investigation and interviews to determine compliance with procedure, policies and regulations; the ability to ascertain facts by personal contact and observations and the examination of reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through graduation from an accredited college with an associate's degree in, but not limited to Criminal Justice, Psychology, Public or Business Administration.

EXPERIENCE: Such as may have been gained through employment within the Public Defender's office for a minimum of two years; or employment in investigative work which primarily involved interviewing people, obtaining facts, inspections of records, and writing of reports for a period of four years.

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

APPLICANT MUST POSSESS VALID RI DRIVERS LICENSE AND BE ABLE TO TYPE.

WOMEN AND MINORITY CANDIDATES ARE ENCOURAGED TO APPLY