

Vacancy Notice

CS-376 REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Administrative Support Specialist/Supervising Clerk</u> CLASSIFICATION CODE: <u>00663800</u> SALARY RANGE: <u>47049-55097</u> REFERENCE POSITION NO.: <u>Grade 5424 / 00202</u> Department or Agency Name: <u>Public Defender</u> APPLICATION PERIOD: <u>REPOST: Jan 3 - 12, 2018</u> Division/Section/Unit: _____ (includes grace period) Assignment(s) / Comments: <u>previous applicants need not reapply</u> Shift and Days: <u>Monday - Friday 1st Shift</u> Job Location: <u>Providence /statewide as needed</u> Restrictions/Limitations: <u>NONE</u> Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No _____ Name of Bargaining Unit Union: <u>Local 808 (Liuna)</u> There is ___ is not <u>X</u> 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 <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: <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Title of your present position and date you entered it</i> • <i>Date you entered State service</i> • <i>Name of department where you are currently employed</i> • <i>Your business telephone number</i> • <i>Present Union Affiliations</i> *** 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: <ul style="list-style-type: none"> • 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 AND RESUME TO AAMARAL@RIPD.ORG.
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: MARY MCELROY, PUBLIC DEFENDER Telephone #: <u>222-3492</u> OFFICE OF THE PUBLIC DEFENDER Fax #: <u>222-3287</u> 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: Administrative Support Specialist
(CASE INTAKE COORDINATOR)**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To coordinate and implement the intake (referral) process of prospective clients to the Office of the Public Defender, specifically as it relates to eligibility for representation; to carry out direct tasks related to the intake function including interviews of prospective clients; to insure that the intake operation is in conformity with policies of the Public Defender and to do related work, as required.

SUPERVISION RECEIVED: - Directly reports to the Executive Assistant, works at the general direction of and under the supervision of the Assistant Public Defender in charge of a work location, and the Public Defender, with considerable latitude allowed for the use of independent judgment

SUPERVISION EXERCISED: Supervises volunteers participating in the intake function and such other volunteers, participating in any office function, as may be assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Interviews: Conducting financial, background and factual interviews of prospective clients in all areas of representation.

Volunteers: Supervising volunteers involved with the intake process and such other volunteers as are assigned; public speaking, and other related tasks; evaluation of volunteers, and completion of necessary paperwork from institutions providing volunteers; monitoring performance of volunteer activities with respect to intake, assignments to other staff, and related work.

Case Management: Ensuring that data processing functions, and related case management functions, are properly carried out with respect to the referral and intake process; carrying out status and other appropriate data checks on clients referred; liaison with courts as needed related to the referral of prospective clients;

Miscellaneous office functions: Miscellaneous office work as required, including but not limited to personal and telephone contact with clients and prospective clients; specifically to assist in resolving client and prospective client inquiries and problems of a routine nature.

Travel: Travel is required to Public Defender locations throughout the state, to the Adult Correctional Institutions, and on an as needed basis to other agencies and institutions involved with volunteers. Travel is reimbursed at state mileage rates upon proper voucher.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Knowledge, skills and capacities: A working knowledge of modern office practices and equipment; a working knowledge of business English, spelling and

arithmetic; electronic word processing (data processing experience helpful but not required); knowledge of appropriate office behavior and protocol; an ability to work with others in a collegial way; the ability to generate enthusiasm and commitment among volunteers; communication skills which include the ability to train effectively, criticize and evaluate constructively, impose restrictions as appropriate upon volunteers; the ability to respond courteously, helpfully and tactfully in dealing with clients, prospective clients, and other inquiries; the ability to accurately interpret office policies, practices and directions received; the ability to establish and maintain effective working relationship;; with other employees and such outside personnel as are contacted; general knowledge of legal system helpful but not required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Associate Degree in liberal arts, criminal justice, paralegal studies or comparable general field of study.

EXPERIENCE: Such as may have been gained through employment of a progressively responsible nature^ involving the performance of varied administrative, legal and/or office work.

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

Applicant must have a current and valid R.I. driver's license.
Subject to passing a background check.

The Office of the Public Defender is an
Equal Opportunity Employers