

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Principal Clerk Stenographer</u> CLASSIFICATION CODE: <u>02441400</u>
	SALARY RANGE: <u>Gr, 313A \$32972-35701</u> REFERENCE POSITION NO.: <u>1118-10000-66</u>
General Information to Candidate	Department or Agency Name <u>Health</u> APPLICATION PERIOD: <u>2/10/12 to 2/16/12</u>
	Division/Section/Unit <u>Medical Examiners Office</u> GRACE PERIOD ENDS <u>2/19/2012</u>
Statement of Duties	Assignment(s) / Comments <u>Must submit a shorthand/speedwriting proficiency of 80 WPM-3 minutes-95% accuracy with application</u>
	Shift and Days: <u>M-F; 8:30 am to 4:30 pm</u> Job Location: <u>Providence, RI</u>
Minimum Education & Experience	Restrictions/Limitations: <u>Restricted to LTPS - subject to the return of the incumbent</u>
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>
Where to Apply	Name of Bargaining Unit Union: <u>Council 94 Local 2870</u>
	There is* <u> </u> 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 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 <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"> • The title of the position for which you are applying _____ of the 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 <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). 	
DUTIES / RESPONSIBILITIES: The Principal Clerk Stenographer is responsible for front office work, which includes but is not limited to, customer service (both in person and via telephone), autopsy report transcription and the creation/distribution of various other medico-legal documents. Much of the work within the OSME is very detail oriented and confidential. Therefore, the individual hired for this position must pay strict attention to detail and be cognizant of the sensitive nature of the work. The individual hired for this position will be involved in the management of information and documents used to develop decedent case files, in accordance with accreditation standards and guidelines; and to do related work as required.	
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: graduation from a senior high school, including or supplemented by courses in shorthand, typing and business practices; and Experience: Such as may have been gained through: employment of a progressively responsible nature involving the performance of varied clerical and stenographic work of a complex and responsible nature. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. NOTE: Must submit a shorthand/speedwriting proficiency of 80 WPM - 3 minutes-95% accuracy with application.	
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: Sandra DaRocha OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920 Fax and e-mail bids will no longer be accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)	



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