VACANCY NOTICE

10-93 CS-376 REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position

TITLE OF POSITION: Carpenter
CLASSIFICATION CODE: 02336200
SALARY RANGE: 314G, $15.92-16.64
REFERENCE POSITION NO.: 2463-90000-56
Department or Agency Name: Administration
APPLICATION PERIOD: 8/21/2010-8/27/2010
Division/Section/Unit: Facilities Management
three day grace period ends at 4:00 pm 8/31/2010
Assignment(s) / Comments: n/a
Shift and Days: 1st (Monday-Friday) 7:00 am-3:30 pm
Job Location: Cranston, RI
Restrictions/Limitations: n/a
Position Covered By Collective Bargaining Union Agreement: Yes X No
Name of Bargaining Unit Union: Council 94 Local 2392

rescind

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).

Statement of Duties

DUTIES / RESPONSIBILITIES:

To perform tasks in construction, alteration, maintenance and repair of small structures and articles of wood; to keep tools and equipment in working condition; and to do related work as required.

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: completion of eight school grades; and ***Experience***: Such as may have been gained through: employment as a journeyman carpenter. ***Or***, any combination of education and experience that shall be substantially equivalent to the above education and experience. ***Special Requirement***: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

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:**

Kelly Durkin-Murray
Department of Administration
General Government Service Center
One Capitol Hill, 3rd Floor
Providence, RI 02908

Telephone #: (401) 222-1238
Email: KellyM-resume@hr.ri.gov
TTY/TDD #: 7 1 1
(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER