

Vacancy Notice

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Asst. Public Defender IV</u> CLASSIFICATION CODE: <u>00588700</u> SALARY RANGE: <u>59421 - 67119</u> REFERENCE POSITION NO.: <u>Grade 828 / 00063</u> Department or Agency Name <u>Public Defender</u> APPLICATION PERIOD: <u>October 4- 13, 2016</u> Division/Section/Unit _____ Assignment(s) / Comments _____ Shift and Days: <u>Monday - Friday 1st Shift Restrictions/</u> Job Location: <u>Providence / statewide as needed</u> Limitations: <u>NONE</u> Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u> _____ Name of Bargaining Unit Union: _____ 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	<p>INSTRUCTIONS:</p> <p>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.</p> <p>Most Important - Please include the following information:</p> <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> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>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.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <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	<p>DUTIES / RESPONSIBILITIES: See Job Description</p>
Minimum Education & Experience	<p>A (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: <u>Special Requirement:</u> SEE ATTACHED JOB DESCRIPTION. PLEASE SEND COVER LETTER, RESUME AND WRITING SAMPLE TO AAMARAL@RIPD.ORG.</p>
Where to Apply	<p><i>Apply within the application period as shown on this announcement.</i> 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:</p> <p>MARY MCELROY 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)</p>



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: ASSISTANT PUBLIC DEFENDER IV

Direct Representation:

Representation of indigent defendants and respondents in all cases assigned. Representation may include, depending upon the area of specialty, intake processing, collection of background information concerning the client and offense, interviewing clients and witnesses, case investigation, preparation for court proceedings, legal research and writing, and any other representation functions. Representation also includes maintaining frequent contact and a good working relationship with client, and thorough knowledge of up-to-date and relevant law and procedure.

Administrative:

Maintaining accurate and complete files with entries made in a timely manner, and providing such reporting as may be required. Current and thorough knowledge of corrections and community treatment programs and other resources for clients. Participating in periodic evaluations. Periodic preparation of documents supporting office programs and funding. Participating in public defender training and community programs. Intake interviews and financial eligibility determinations as required.

SUPERVISION REQUIRED: Entry level position, working under the direct supervision of unit or division head, with such latitude for the exercise of initiative and independent judgment as is inherent in the representation of clients assigned. Work is reviewed and evaluated periodically; close supervision on a daily basis is provided commensurate with experience and skills.

CASELOADS: Caseloads are limited, in number and/or type, commensurate with experience and skills.

SUPERVISION EXERCISED: With respect to representation in individual cases, plans, organizes, coordinates, directs and reviews the work of professional

assistants, investigators, social workers, and administrative support staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To advise and represent the legal interests of assigned clients pertaining to the technical and legal aspects in the relevant legal specialty.

Represent clients at a variety of court proceedings, including but not limited to hearings, conferences, oral arguments, and trials.

As assigned to provide legal assistance to inmates at the Adult Correctional Institutions, Training School, any federal penitentiary, or any state prison requesting assistance from the Office of the Public Defender for the purpose of resolving pending criminal charges.

As assigned to provide technical and legal assistance to any other assistant public defender as required.

To prepare detailed reports and recommendations.

To respond to requests for technical and/or legal advice as assigned by supervisor(s).

To remain knowledgeable about federal and state law, as relevant to the legal specialty practiced.

As assigned to prepare briefs for memorandum and/or argument.

To prepare legal research necessary to conduct a criminal trial or hearing.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of relevant federal, state, and local laws; a thorough knowledge of the problems inherent in the criminal justice field; the ability to act as advisor and/or counselor to clients assigned; the ability to meet and deal effectively with officials of the

State, Court, or local prosecution; the ability to conduct special research projects; the ability to prepare detailed factual reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation from a law school of recognized standing, and

Experience: Such as may have been gained through employment as a practicing attorney or previous experience in a responsible position in a related field.

SPECIAL REQUIREMENT: A graduate law degree comparable to a J.D. from an accredited law school; Admission to the RI State Bar, or eligibility for waived admission.

**PARTICIPANT IN THE J.R. JUSTICE
LOAN REPAYMENT ASSISTANCE**

**MINORITY CANDIDATES ADMITTED TO A STATE BAR
ASSOCIATION ARE ENCOURAGED TO APPLY**

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

THIS SECTION IS TO BE FILLED IN BY APPOINTING AGENCY

Class Title and Number

Identify below the license or certificate required by the class specification and held by the applicant

Type of License _____ License Number _____ Date Issued _____

PRE-EMPLOYMENT INFORMATION – TO BE FILLED OUT BY APPLICANT

Applicants selected for an interview will be required to complete the Criminal Record Supplemental Form (CS-14B) at the time of initial interview or anytime thereafter. A conviction is not necessarily a bar to employment. See RIGL §28-5-7(7).

1. Print Name (as you wish it to appear on payroll check and official records) _____	2. Telephone Number _____
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3. Print Actual Address (Street and Number, City, State and Zip Code) _____	4. Mailing Address (if different) _____
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EDUCATION

ELEMENTARY AND SECONDARY EDUCATION

Highest school grade completed 1 2 3 4 5 6 7 8 9 10 11 12	Type of High School Course _____
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Name and address of elementary or secondary school last attended _____	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
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COLLEGE, BUSINESS SCHOOL, TRADE SCHOOL AND OTHER EDUCATION

Name of School	Major and/or Course of Study	Dates Attended		Type of Diploma or Degree Earned	If No Degree, # of Credits
		From	To		

5. Have you ever worked for the State before? <input type="checkbox"/> NO <input type="checkbox"/> YES - Name of agency/organization: _____	6. Have you ever been dismissed from any position? If your answer is yes, give details on an attached sheet. <input type="checkbox"/> YES <input type="checkbox"/> NO
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EXPERIENCE

7. Describe below all the positions you have held in the past ten years. In addition, describe any other experience which you think may qualify you for this job. Include all previous employment with the State of Rhode Island. Begin with your present or most recent employment.

Name of Employer	Type of Business	Lowest Weekly Salary	From (Date)
Address of Employer	Title of Position	Highest Weekly Salary	To (Date)

Duties:

Name of Employer	Type of Business	Lowest Weekly Salary	From (Date)
Address of Employer	Title of Position	Highest Weekly Salary	To (Date)

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Duties:

THIS AFFIRMATION MUST BE COMPLETED

I certify that there are no willful misrepresentations and falsifications of the above statements and answers to questions. I understand that should an investigation disclose such misrepresentations and falsifications, my application may be rejected and, should I be employed, my service may be terminated.

_____ DATE _____ SIGNATURE _____

STOP! Do not write in the spaces below!

IF CANDIDATE IS HIRED, ALL POST-EMPLOYMENT INFORMATION BELOW MUST BE COMPLETED. YOU MUST ALSO ATTACH THE "CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE (CS14-B) TO THIS APPLICATION.

Approved by Appointing Authority/Signature _____ DATE _____
 Title of Appointing Authority _____

8. Date of Birth _____	9. Your Social Security No. _____	10. Age _____	11. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	12. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated
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13. Spouse's Name _____	14. Spouse's Date of Birth _____	15. Spouses Social Security No. _____	16. YOUR Maiden Name (if applicable) _____
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17. Are you a Veteran? (Including Desert Storm activation) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Are you a war Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify below the War/Conflict and the dates of service that apply: War/Conflict _____ Service Dates _____	20. Do you have the proper "WORK AUTHORIZATION" documentation to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
19. Are you a disabled Veteran? (RIGL-36-4-19) <input type="checkbox"/> Yes <input type="checkbox"/> No		

SIGNATURE _____ **DATE** _____