

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Data Entry Aide</u>	Classification Code:	<u>00430200</u>
Salary Range:	<u>Gr. 4410 A \$28,444 - \$30,843</u>	Reference Position Number:	<u>2735-10000-#</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>April 23 - May 2, 2009</u>
Division/Section/Unit:	<u>District Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of 4 County locations</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Employees Union - Local 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- | | |
|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ****In certain agencies, bargaining union applicants will receive preferential consideration according to contract*

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

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 and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

To perform varied clerical duties of a responsible nature and general office duties under the direction of supervisory staff. The duties include but are not limited to: assistance of public, answering telephone inquiries, opening of mail and filing of documents, sorting and filing of cases, organizing cases for calendars, and the use of a computer to look up and/or enter data into the Court's computerized system.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from a senior high school or equivalence. Experience in clerical duties. Experience in keyboard and data processing and general computer use.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

**Rhode Island District Court
District Court Personnel Board
One Dorrance Plaza
Providence, RI 02903
FAX: 401-861-9570**

TDD#: 401-458-5275

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

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 the position.

CS-376 Rev. (2/05)