


# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Sr. Word Processing Typist</u> CLASSIFICATION CODE: <u>02423300</u> SALARY RANGE: <u>312A \$32335-34944</u> REFERENCE POSITION NO.: <u>139810000 - 510</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>1-31-12 to 2-6-12</u> Division/Section/Unit: <u>Parole Board/ Sex Offender Community Notification</u> <u>3 day grace 2-9-12</u> <div style="background-color: yellow; padding: 2px;"> <u>MUST SUBMIT VALID TYPING CERTIFICATE (40 wpm/5 min; not valid after 18 mos.)</u>  <u>AT TIME OF APPLICATION. INAPPROPRIATE BIDS WILL NOT NOT BE ACKNOWLEDGED.</u> </div> Shift and Days: <u>Mon-Fri 8:30 am to 4:00 pm</u> Job Location: <u>Harrington Hall, Howard Ave., Crans. RI</u> Restrictions/Limitations: <u>Limited LTPS (5-19-12)</u> Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of Bargaining Unit Union: <u>RIPPA</u> There is* _is not _X_ a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b> * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.
<b>General Information to Candidate</b>	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> 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><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Title of your present position and date you entered it</li> <li>• Date you entered State service</li> <li>• Name of department where you are currently employed</li> <li>• Your business telephone number</li> <li>• Present Union Affiliations</li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></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><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b> 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.</li> <li>• <b>Medical Information:</b> 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).</li> </ul>
<b>Statement of Duties</b>	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>This position is responsible for handling day to day clerical activities for the RI Parole Board. Duties include data entry, filing, issuing and quashing of warrants, handling phone calls, ordering supplies and general correspondence for the Chairperson, members of the Parole Board and the Administrator and to do related work as required.</p>
<b>Minimum Education &amp; Experience</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p><b>EDUCATION:</b> Graduation from a senior high school and;</p> <p><b>EXPERIENCE:</b> employment in performing automatic typing and office tasks of a complex nature.</p> <p><b>OR,</b> any combination of the above education and experience.</p>
<b>Where to Apply</b>	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> 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. <b>SEND RESUME or CS-14 Application to:</b></p> <p><b>Ann Marie Hamilton</b> Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920</p> <p><b>Telephone #:</b> <u>(401) 462-5118</u>  <b>Email:</b> <u>annmarie.hamilton@doc.ri.gov</u>  <b>Fax #:</b> <u>(401) 462-2685</u>  <b>TTY/TDD #:</b> <u>711</u>                  (Telecommunication Device for the Deaf)</p> <div style="text-align: right;">  </div>

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**