

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Court Reporter</u>	Classification Code:	<u>00443300</u>
Salary Range:	<u>Gr. 127A \$50,786 - \$57,440</u>	Reference Position Number:	<u>2729-10000-#28</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>November 10 - 19, 2009</u>
Division/Section/Unit:	<u>Family 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>Court Reporters Alliance</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
 - ◆ Name of department where you are currently employed
 - ◆ Title of your present position and date you entered it
 - ◆ Date you entered State service
 - ◆ Your business telephone number
 - ◆ 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:

NEEDS THOROUGH KNOWLEDGE OF PRINCIPLES OF COURT STENOGRAPHY AS WELL AS THOROUGH KNOWLEDGE OF PUNCTUATION, GRAMMAR, SPELLING, MEDICAL AND LEGAL TERMINOLOGY; ABILITY TO TAKE DICTATION AT THE RATE OF A MINIMUM OF 225 WORDS PER MINUTE AND TYPE AT 70 WORDS PER MINUTE. APPLY VERBATIM REPORTING SKILLS IN COURTROOM SETTING AND PREPARE IN PROPER FORM WHATEVER TRANSCRIPTS ARE ORDERED; MAINTAIN ACCURATE FILES AND RECORDS OF WORK IN PROGRESS, WORK COMPLETED, OR OTHER NOTES SUBJECT TO LATER TRANSCRIPTIONS. MUST ADAPT TO COMPUTER-AIDED TRANSCRIPTION SYSTEM.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

GRADUATION FROM A COLLEGE OF RECOGNIZED STANDING OR ACCREDITED BUSINESS SCHOOL OR PRIVATE COURSE OF STUDY SPECIALIZING IN STENOGRAPHIC REPORTING; EXPERIENCE SUCH AS MAY HAVE BEEN GAINED THROUGH EMPLOYMENT AS A COURT REPORTER IN ANY OTHER COMPARABLE JURISDICTION; OR ANY COMBINATION OF EDUCATION AND EXPERIENCE THAT SHALL BE SUBSTANTIALLY EQUIVALENT TO ABOVE. CERTIFICATION IS REQUIRED.

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:

Ronald J. Pagliarini, Chief of Staff
RI Family Court
One Dorrance Plaza
Providence, RI 02903
FAX : 401-458-5360

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)