


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>70644-79893</u>		REFERENCE POSITION NO.: <u>Grade 828/00076</u>	
	Department or Agency Name <u>Public Defender</u>		APPLICATION PERIOD: <u>04/29/24-05/08/24</u>	
	Division/Section/Unit _____		(includes grace period)	
	Assignment(s) / Comments _____			
	Shift and Days: <u>Monday - Friday 1st Shift</u>		Job Location: <u>Providence / statewide as needed</u>	
	Restrictions/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	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 <u>on the application</u> or <u>within a cover letter</u> , both the File 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		• Your business telephone number	
	• Date you entered State service		• 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 <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.			
	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 Minimum Education &	DUTIES / RESPONSIBILITIES:			
	See Job Description			
	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:			
	Special Requirement:			
	SEE ATTACHED JOB DESCRIPTION.			
	PLEASE SEND COVER LETTER, RESUME AND WRITING SAMPLE TO CAREERS@RIPD.ORG.			
Where to	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:			
	COLLIN GEISELMAN, PUBLIC DEFENDER OFFICE OF THE PUBLIC DEFENDER 160 PINE STREET PROVIDENCE, RI 02903		Telephone #: <u>222-3492</u> Fax #: <u>222-3287</u> TTY/TDD #: _____ (Telecommunication Device for the Deaf)	
				

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: ASSISTANT PUBLIC DEFENDER IV

Salary Grade: 828 A

Classification: 00588700

Salary Range: 70644-79893

DIRECT REPRESENTATION: The Rhode Island Public Defender is seeking an attorney to represent indigent clients in Rhode Island state courts. 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 appearing in state courts and conducting criminal trials on behalf of indigent clients. Applicants must maintain frequent contact and a good working relationship with clients and possess thorough knowledge of up-to-date and relevant criminal law and procedure. The assistant public defender in this role will represent clients in either the office's Adult Criminal District Court Unit, Family Court Juvenile Unit, or Family Court Parental Rights Unit.

ADMINISTRATIVE: Assistant public defenders must communicate regularly with clients, maintain accurate and complete case files, perform intake interviews and financial eligibility determinations, and participate in public defender trainings.

SUPERVISION REQUIRED: This is an entry level position, working under the direct supervision of unit or division head, with latitude for the exercise of initiative and independent judgment. 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: In the course of representing clients, this attorney will coordinate the work of investigators, social workers, and administrative support staff. Attorneys are also expected to supervise law student interns.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Review client's file to identify important facts and legal issues, research and analyze legal programs, advise client on courtroom proceedings, and advocate for client in all proceedings in the trial courts.

Meet with clients to walk through the criminal legal process, determine viable trial issues, and explore possible negotiated dispositions.

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

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.

Perform legal research and writing; draft relevant pre-trial, in limine, and post-trial motions and memoranda; and provide technical and legal assistance to other assistant public defenders.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: Applicants should possess superior courtroom skills, the ability to think creatively about legal problems, and the desire to zealously advocate on behalf of low-income clients. The ability to act as advisor and/or counselor to clients and the ability to meet and deal effectively with officials of the state, court, or local prosecution are also desirable skills. Although prior criminal trial experience is not necessarily required, applicants should have a knowledge of criminal law, criminal procedure, and evidence, as well as some familiarity with the challenges faced by indigent defendants in the criminal legal system. Proficiency in Spanish, Portuguese, or Cape Verdean Creole is a strong plus.

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 J.D. from an accredited law school; admission to the Rhode Island Bar, or eligibility for waived admission.

PARTICIPANT IN THE J.R. JUSTICE LOAN REPAYMENT ASSISTANCE

To apply, please send a cover letter and resume to careers@ripd.org. The Rhode Island Public Defender is an equal opportunity and diversity employer. We encourage applications from people whose backgrounds are underrepresented in the legal profession.