


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-Appellate Division</u>		CLASSIFICATION CODE: <u>00588700</u>		
	SALARY RANGE: <u>64000 -72379</u>		REFERENCE POSITION NO.: <u>Grade 828 / 00253</u>		
	Department or Agency Name <u>Public Defender</u>		APPLICATION PERIOD: <u>Feb. 8 - March 12, 2021</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 TWO WRITING SAMPLES TO EMUNRO@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:			
		LARA MONTECALVO, 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

ASSISTANT PUBLIC DEFENDER IV – APPELLATE DIVISION

DIRECT REPRESENTATION: The Rhode Island Public Defender is seeking an appellate attorney to represent indigent clients before the Rhode Island Supreme Court. Typical cases include appeals from felony and misdemeanor convictions, delinquency adjudications, denials of post-conviction relief, findings of probation violation, and terminations of parental rights. The attorney in this role will also represent clients in other courts as needed.

ADMINISTRATIVE: Appellate counsel must communicate regularly with clients, maintain accurate and complete case files, and participate in public defender trainings.

SUPERVISION REQUIRED: This is an entry level position, working under the direct supervision of a 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 appellate 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 the trial record to identify important facts and legal issues, research and analyze legal problems, and draft persuasive motions, memoranda, briefs, and petitions.

Represent clients at court proceedings, including but not limited to conferences and oral arguments.

Meet with clients to walk through the appellate process, determine viable appellate issues, and review court filings.

Provide support to other assistant public defenders as assigned, including participating in moot courts, responding to trial emergencies, and editing filings.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: Applicants should possess superior research and writing skills, the ability to think creatively about legal problems, and the desire to zealously advocate on behalf of low-income clients. Although prior criminal appellate experience is not necessarily required, applicants should have 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. Exceptional applicants graduating in Spring 2021 may be considered.

To apply, please send a cover letter, resume, and two writing samples to Elizabeth Munro, Appellate Case Manager, at emunro@ripd.org. Cover letters should be addressed to Lara Montecalvo, Public Defender.

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.

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