

Vacancy Notice

CS-376

REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION:	Asst.Public Defender Legislative Liaison	CLASSIFICATION CODE:	00587000
	SALARY RANGE:	111118-127672	REFERENCE POSITION NO.:	Grade 0838A/310
	Department or Agency Name	Public Defender	APPLICATION PERIOD:	12/24/25-1/2/26
	Division/Section/Unit			(includes grace period)
	Assignment(s) / Comments .			
	Shift and Days:	Monday - Friday 1st Shift	Job Location:	Providence / statewide as needed
	Restrictions/Limitations:	NONE		
	Position Covered By Collective Bargaining Union Agreement	Yes	No	<u>x</u>
	Name of Bargaining Unit Union:			
	There is <u> </u> is not <u> </u> <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 Duties	DUTIES / RESPONSIBILITIES:			
	SEE ATTACHED JOB DESCRIPTION			
Minimum Education &	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	(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		Telephone #: 222-3492	
	OFFICE OF THE PUBLIC DEFENDER		Fax #: 222-3287	
	160 PINE STREET		TTY/TDD #:	
	PROVIDENCE, RI 02903		(Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

JOB CLASS TITLE: LEGISLATIVE LIAISON/ASSISTANT PUBLIC DEFENDER III

JOB CLASSIFICATION 0058700

SALARY SCHEDULE: 111118-127672 SALARY GRADE: 0838

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To serve as legislative liaison for the Office of the Public Defender; to provide legal representation to indigent individuals accused of violating the criminal laws of the State of Rhode Island.

SUPERVISION RECEIVED: For legislative activities works under the direct supervision of the Public Defender. For direct representation works under the general supervision of the Public Defender and division chief with latitude for the exercise of independent judgment; work is subject to review for conformance to established policies, rules, regulations, and provisions of law.

SUPERVISION EXERCISED: With respect to direct representation in individual cases, plans, organizes, coordinates, directs and reviews the work of professional assistants, investigators, social workers, and administrative support staff assigned to assist. May exercise limited responsibility for assignments of cases and intake function in a particular location.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Duties and Responsibilities

LEGISLATIVE LIAISON:

Serve as the Legislative Liaison in a fast-paced, professional environment where you will assist with all aspects of general assembly hearing preparation. Review and highlight proposed legislation that impacts the Office of the Public Defender. Draft written testimony, attend legislative sessions and committee hearings. Draft or assist in drafting legislation, amendments, and communication regarding state legislative matters. Maintain accurate and complete records of all legislative activities each year and update all staff of pertinent legislative changes.

DIRECT REPRESENTATION:

To provide legal representation to indigent individuals accused of violating the criminal laws of the State of Rhode Island. Representation includes all stages of legal proceedings in our state district, superior courts, and Supreme Court such as jury trials, non-jury trials, evidentiary hearings, (i.e. bail hearings, probable cause hearings, probation violation hearings, etc.), pretrial conferences, filings, arguing of motions and memoranda; it will include the conducting of legal research, client consultation (i.e. advising and counseling of client), and the provision of effective and quality representation to each individual as mandated by the Rhode Island and United States Constitutions.

CASELOAD: Caseloads may be limited in number and/or type, commensurate with skill, experience, and legislative liaison responsibilities. Assignment of particularly demanding cases may be accompanied by special assistance and/or resources.

ADMINISTRATIVE: Maintaining accurate and complete files with entries made in a timely manner, and providing such reporting as may be required. Current and thorough knowledge of corrections and community treatment programs and other resources for clients. Periodic preparation of documents supporting office programs and funding. Participating in public defender community programs. Intake interviews and financial eligibility determinations as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of federal, state, and local criminal laws; a thorough knowledge of trial advocacy skills; a thorough knowledge of substantive constitutional law; a thorough knowledge of the criteria for developing, implementing, and evaluating legal training programs; the ability to act as advisor and/or counselor to clients assigned; and related capacities and abilities.

EDUCATION AND EXPERIENCE: Such as may have been gained through graduation from a law school of recognized standing, and such as may have been gained through employment as a practicing attorney specializing in criminal trial work in private practice or in public service, or any combination of education and experience substantially equivalent to the above.

SPECIAL REQUIREMENT: Admission to the Rhode Island Bar.

THE OFFICE OF THE PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER