

# Vacancy Notice

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Administrative Support Specialist</u>	CLASSIFICATION CODE: <u>00663800</u>	
	SALARY RANGE: <u>63918-74367</u>	REFERENCE POSITION NO.: <u>Grade 824A/00196</u>	
	Department or Agency Name <u>Public Defender</u>	APPLICATION PERIOD: <u>3/11/26-3/20/26</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 <b>See A/B or Both for Specific Instructions</b>		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.			
General Information to Candidate	<b>INSTRUCTIONS:</b>		
	<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.		
	<b>Most Important</b> - 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	
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>		
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>		
	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.		
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>		
• <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.			
• <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).			
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b> SEE ATTACHED JOB DESCRIPTION		
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: <b>or Experience:</b> Such as may have been gained through: <b>Special Requirement:</b>  SEE ATTACHED JOB DESCRIPTION. <b>PLEASE SEND COVER LETTER, RESUME AND WRITING SAMPLE TO CAREERS@RIPD.ORG.</b>		
	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>		
	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: Administrative Support Specialist

Salary Grade: 0824A Classification: 00663800

Salary Range: 63918-74367

ADMINISTRATIVE DUTIES: The Rhode Island Public Defender is seeking an Administrative Support Specialist and confidential secretary for the Agency's administrative division.

RESPONSIBILITIES:

**Secretarial**—The position performs all secretarial work for the Administrative Division of the Public Defender's Office, supervises and trains those in the Secretarial Unit and is expected to provide secretarial coverage for other divisions of the office when coverage is needed. The position serves as a general administrative coordinator of all secretarial work within the office.

**General Fiscal, Purchasing, and Administrative Duties**— The position is responsible for coordinating the agency's office supply inventory and maintaining the agency's case file archive, case file storage, and legal library, and ensuring that the staff's legal periodical needs are met. In addition, the position must liaise between the agency and the MPA transcription vendor to ensure that documents, witness statements, police interrogations, and hearings are picked up, transcribed, and delivered to staff in a timely manner. The position also performs some purchasing functions of the office at the direction of the Executive Assistant(s).

SUPERVISION REQUIRED: This is a position in the administrative office of the Public Defender's Office. The position reports directly to the Deputy Public Defender and works in close collaboration with the whole administrative team. The position requires the ability to make high-level and confidential decisions independently. Work is reviewed and evaluated periodically.

SUPERVISION EXERCISED: The position supervises the agency's secretaries and secretarial case managers. The Administration Support Specialist is expected to possess a working knowledge of how to perform the secretarial work throughout the office and to perform that work, as needed, when coverage issues are required. The position manages the training regimen of new secretaries. The position approves and coordinates vacation and coverage schedules, as well as office rotations and staffing assignments, for all secretaries in the agency according to state personnel and collective bargaining rules.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Perform secretarial and assistant-level work, as needed, for the Public Defender and Deputy Public Defender and throughout the office, depending on the agency's coverage needs.

Working with the Public Defender and Deputy Public Defender, maintain all files relating to post-conviction relief actions filed against Public Defender attorneys and all complaints filed with Discipline Counsel against Public Defender attorneys.

Under the supervision of the Executive Assistant or other senior staff, supervise and manage the agency's secretarial staff. Ensure that all divisions have adequate secretarial coverage, respond promptly to all secretarial requests for sick or vacation time, and structure training and personnel rotations so that the secretarial work is efficiently and effectively provided.

Oversee all case-file storage responsibilities for the agency including labeling boxes, coordinating pick-ups and drop-offs of records, obtaining the certificates of destruction for files, maintaining the log of stored files, maintaining file retrieval protocols, and overseeing the orderly retention of casefiles on site (all pursuant to the State of Rhode Island Retention Schedule and the applicable rules of professional conduct governing law firms).

Maintain the agency's supply inventory for the main office and its five satellite offices. Process orders in accordance with state purchasing regulations on a quarterly basis, or as needed.

#### REQUIRED QUALIFICATIONS:

KNOWLEDGE, SKILLS AND CAPACITIES: Applicants should possess a general knowledge of legal secretarial work. Strong candidates will be familiar with the agency's case management systems, the Rhode Island Judiciary's electronic portal, and Rhode Island state court legal terminology and procedures. Applicants should possess basic computer literacy, familiarity with Excel spreadsheets and Microsoft applications, and a proficiency in digital databases. The Public Defender's Office specializes in providing legal services to people living at or below the poverty level and people with a history of criminal legal involvement and/or incarceration; an applicant's interest in and/or dedication to the mission of the office and its clients is a strong plus as is proficiency in Spanish, Portuguese, or Cape-Verdean creole.

#### EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation with a bachelor's degree from an accredited institution of higher

education, or education and experience that is substantially equivalent, and

Experience:

Such as may have been gained through employment or previous experience in a similar position in a related field.

To apply, please send a cover letter and resume to [careers@ripd.org](mailto:careers@ripd.org). Cover letters should be addressed to Collin Geiselman, 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.