SUPERVISING CLERK
(COMMUNITY OUTREACH LIAISON)
JOB DESCRIPTION

PURPOSE
The Office of the Public Defender recognizes the need to expand its services to embrace a more “holistic approach” for clients. The Agency will continue its traditional role of vigorous legal advocate but will take on underlying problems causing recidivism with the result of improving public safety. It is the Agency’s intention to contract with a third-party to assist with the development, administration and promotion of this Community Outreach Program.

GENERAL STATEMENT OF DUTIES
The Community Outreach Liaison will act as liaison between the Office of the Public Defender and community groups, social services agencies, other state agencies, etc. The liaison will solicit community involvement as well as interact with the community keeping them informed about the work of the Public Defender’s Office. He/she will assess client needs and establish a system of referrals to social service agencies for educational, literacy, housing, developmental, employment and vocational, mental health, and substance abuse problems. The liaison will be responsible for writing grants to acquire funding for community projects.

SUPERVISION REQUIRED
Works under the general supervision of the Public Defender with considerable latitude for the exercise of initiative and independent judgment.

SUPERVISION EXERCISED
None

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED
Some examples of duties to be performed are listed below:
1. Conduct needs assessments; meet with citizens, leaders and community groups to identify needs and resources.
2. Solicit community involvement. Interact with the community keeping them informed about the work of the Public Defender’s Office.
3. Organize programs for juveniles.
4. Ongoing evaluation of personnel and operational needs for the long-term growth and continuance of the program.
5. Related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND CAPACITIES
Capacity to assess needs and make appropriate recommendation based on those needs; knowledge of community issues such as housing, unemployment, literacy, etc.; ability to meet and deal effectively with community leaders/groups; excellent oral and written communication skills; grant writing experience.

EDUCATION AND EXPERIENCE:
Bachelor’s Degree in a related discipline and two years experience.
Ability to read, write and speak another language preferred.

WOMEN AND MINORITY CANDIDATES ARE ENCOURAGED TO APPLY

THE OFFICE OF THE PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY AND DIVERSITY EMPLOYER
**VACANCY NOTICE**  
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT  
CS-376 Rev. (8/08)

### DESCRIPTION OF POSITION

**TITLE OF POSITION:** Supervising Clerk/Community Outreach Liaison  
**CLASSIFICATION CODE:** 00446800  
**SALARY RANGE:** 40093 - 44850  
**REFERENCE POSITION NO:** Grade 818 / 00192

**Department or Agency Name:** Public Defender  
**APPLICATION PERIOD:** June 24 – July 7, 2015

**Division/Section/Unit:** _____________________________________________________________________  
**Assignment(s)/Comments:** ________________________________________________________________

**Shift and Days:** Monday – Friday  
**Job Location:** Statewide as needed

**Restrictions/Limitations:** ________________________________________________________________

**Position Covered By Collective Bargaining Agreement:** YES  
**Name of Bargaining Unit:** ________________________________________________________________  
**There is ___ is not _x_ a Civil Service List for this position.** See A/B or Both for Specific Instructions

**Note:** If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.

### 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 on the application or within a cover letter, both the File Position Title and Number.

- **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 Affiliation***

***in certain agencies, bargaining union applications will receive preferential consideration according to contract.

**B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:**

If indicated above that no civil service 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 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:**

- **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.

- **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).

### DUTIES / RESPONSIBILITIES:

SEE ATTACHED JOB DESCRIPTION

### MINIMUM EDUCATION & EXPERIENCE

**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; ______ and **Experience:** Such as may have been gained through.____ Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SEE ATTACHED JOB DESCRIPTION

### WHERE TO APPLY

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:**

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<th>Name</th>
<th>Telephone</th>
<th>Fax #</th>
<th>TTY/TTD</th>
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<tbody>
<tr>
<td>Mary McElroy, Public Defender</td>
<td>222-3492</td>
<td>222-3287</td>
<td>(Telecommunication Device for the Deaf)</td>
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<tr>
<td>Office of the Public Defender</td>
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<td>160 Pine Street, Providence, RI 02903</td>
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<td>email: <a href="mailto:aamaral@ripd.org">aamaral@ripd.org</a></td>
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