


# Vacancy Notice

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Investigator II	CLASSIFICATION CODE: 00387300
	SALARY RANGE: 45611-52598	REFERENCE POSITION NO.: Grade 5421 / 00237
	Department or Agency Name Public Defender	APPLICATION PERIOD: May 10 - 20, 2021
	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 <u>X</u> No _____	
	Name of Bargaining Unit Union: Local 808	
	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	
Minimum Education &	<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	
Where to	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> <b>AAMARAL@RIPD.ORG</b>	
LARA MONTECALVO, PUBLIC DEFENDER OFFICE OF THE PUBLIC DEFENDER 160 PINE STREET PROVIDENCE, RI 02903		
Telephone #: 222-3492 Fax #: 222-3287 TTY/TDD #: _____ (Telecommunication Device for the Deaf)		
		

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

## **CLASS TITLE: INVESTIGATOR II**

### **CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: The Rhode Island Public Defender is seeking an entry-level investigator to assist in the representation of indigent clients charged in state court with criminal offenses ranging from misdemeanors to capital felonies. Investigators also provide support in other types of cases including delinquency adjudications, terminations of parental rights, and appeals to the R.I. Supreme Court. Duties include, but are not limited to, interviewing witnesses; organizing and indexing discovery, evidence, and exhibits; locating and retrieving documents, information, and records from outside sources; investigating mental health issues; and discovering mitigation evidence. Duties will also include explaining eligibility requirements for requested public defender services and reviewing and investigating public defender applicants for financial eligibility. Candidate will be required to prepare clear and concise written and oral reports.

SUPERVISION RECEIVED: This investigator will work under the supervision of the Chief and Deputy-Chief Investigators, who will assign work and periodically review and evaluate performance. In a county assignment, specific work assignments may be delegated to the Supervising Attorney of that county, subject to the overall supervision of the Chief Investigator.

SUPERVISION EXERCISED: Investigators are responsible for the training, direction, and evaluation of interns and volunteers assigned to assist.

### ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Conduct interviews and investigations to verify facts relating to the charges filed against the client.

Conduct inspections of municipal, state, federal and/or private records to determine their evidentiary value to clients.

Serve as a lead investigator in cases involving multiple defendants or crimes, complex issues, or cases involving the need for specialized knowledge.

Perform investigations, interviews, and/or inspections in compliance with state laws, rules, and regulations, which may require specialized knowledge in the field of criminal investigations or which knowledge may have been gained through on-the-job training.

Perform intake interviews of potential clients to determine financial eligibility for representation.

Assist Staff Attorneys in specific work, as required.

Write reports about investigations, interviews, and inspections, with recommendation of actions considered appropriate based on experience and education.

When necessary, appear as a witness at hearings, trials, or administrative proceedings.

Supervise interns and volunteers. Direct and supervise administrative personnel as it relates to the performance of investigative work.

Serve subpoenas, court orders, and other documents.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS, AND CAPACITIES:** Although prior criminal investigative experience is not necessarily required, applicants should have a basic knowledge of the criminal legal system, as well as some familiarity with the challenges faced by indigent defendants. Applicants should also possess a working knowledge of effective methods of investigation; the ability to ascertain facts by personal contact, observation, and the examination of records; the ability to prepare clear and concise reports; and the ability to establish and maintain effective working relationships with clients, colleagues, contacts in public agencies, and members of the community. Proficiency in Spanish, Portuguese, or Cape Verdean Creole is a strong plus. Experience in the following is preferred: Adobe Acrobat, Microsoft Word, Microsoft Access, and Microsoft Excel.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:** Such as may have been gained through graduation from an accredited college with an Associate's Degree in Criminal Justice, Psychology, Public or Business Administration, or another relevant field.

**EXPERIENCE:** Such as may have been gained through employment within the Public Defender office for a minimum of two years; or employment in investigative work which primarily involved the interviewing of persons, obtaining of facts, inspections of records, and writing of reports for a period of four years.

**OR,** any combination of education and experience that shall be substantially equivalent to the above education and experience totaling three years.

**APPLICANT MUST POSSESS A VALID RI DRIVER'S LICENSE.**

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.