

CLASS TITLE: STAFF ATTORNEY VII

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To act as technical advisor and legal expert to individuals referred to the Office of the Public Defender; to act as technical advisor and legal expert to other Assistant Public Defenders; to act as technical advisor and legal expert on behalf of the Office of the Public Defender before all State Courts, to provide intake interviews and financial eligibility determinations as appropriate, to assist the Director of Training in developing training program for staff in their units and to provide ongoing training.

SUPERVISION RECEIVED: Works under the general supervision of the Deputy Public Defender and the Public Defender from whom assignments are received in specific and outline form with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and from submitted reports or memorandum.

SUPERVISION EXERCISED: As required, plans, organizes, coordinates, directs and reviews the work of other Assistant Public Defenders, professional, assistants and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

1. To plan, organize, coordinate, direct and review the work of other Attorneys and related personnel.
2. To advise and represent the legal interests of assigned clients.
3. As assigned to provide technical and legal advice to other attorneys.
4. As assigned to write position papers on behalf of the Office of the Public Defender.

5. As assigned to provide technical and legal assistance to inmates at the Adult Correctional Institutions, Federal Prisons, and any other detention facility as required.
6. To prepare preliminary drafts of proposed legislation in the interests of the Office of the Public Defender.
7. To do related work as required.

QUALIFICATIONS:

The successful candidate must have been a practicing attorney for more than 5 years. Specific experience in the RI Public Defender's Office or a similar agency is required. Preference given to candidates with prior supervisory experience.

Must be a member of the Rhode Island Bar or eligible to practice in Rhode Island.

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# Vacancy Notice

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Staff Attorney VII</u>	CLASSIFICATION CODE: <u>00580500</u>
	SALARY RANGE: <u>93575 - 107875</u>	REFERENCE POSITION NO.: <u>Grade 840 / 00210</u>
	Department or Agency Name <u>Public Defender</u>	APPLICATION PERIOD: <u>December 8 - 17, 2015</u>
	Division/Section/Unit _____	
	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 or 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. <b>PLEASE SEND COVER LETTER, RESUME AND WRITING SAMPLE TO AAMARAL@RIPD.ORG.</b>	
Where to	MARY MCELROY, 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)



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