

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Senior Stores Clerk</u> CLASSIFICATION CODE: <u>02431300</u> SALARY RANGE: <u>C611A \$33029 - 42367 (15 steps)</u> REFERENCE POSITION NO.: <u>136011500-TB</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>9/20/11 to 9/26</u> Division/Section/Unit: <u>Administration/Physical Resources/CDC Annex</u> <u>3 day grace 9/29/</u></p> <p>Shift and Days: <u>Mon-Fri 7:00 am to 3:30 pm</u> Job Location: <u>CDC Annex, Power Rd.,</u> Restrictions/Limitations: <u>None</u> Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____ Name of Bargaining Unit Union: <u>RIBCO</u> There is <u> </u> is not <u>_X_</u> a Civil Service List for this position See A/B or Both for Specific * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in State service 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 form</u> or <u>on a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> ▪ The title of the position for which you are applying ▪ Title of your present position and date you entered it ▪ Date you entered State service ▪ Name of department where you are currently employed ▪ Your business telephone number ▪ Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>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. The information you give will be used by the agency Personnel Office to determine if you are qualified for the position. 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 questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</p> <p>▪ 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.</p> <p>▪ 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 provisions of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES: To maintain the storeroom at the CDC Annex which includes the receipt of goods such as furniture, office machines, and various other supplies. To catalogue department records as well as to be responsible for the receipt, storage and distribution of department records. To issue supplies to the various units of the Department of Corrections, to maintain inventory and related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) EDUCATION: graduation from a senior high school; and EXPERIENCE: employment in a warehouse, storeroom or institutional distributing point and involving some responsibility for the supervision of personnel and simple record keeping. SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties. A physician's certificate.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for reapplication or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application Form</p> <p>Ann Marie Hamilton Telephone #: <u>(401) 462-5118</u> Office of Human Resources Fax #: <u>(401) 462-2685</u> 39 Howard Ave. TTY/TDD #: <u>711</u> Cranston, R.I. 02920 (Telecommunication Device for the Deaf) EMAIL: <u>annmarie.hamilton@doc.ri.gov</u></p>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

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