

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: Senior Word Processing Typist CLASSIFICATION CODE: 02423300</p> <p>SALARY RANGE: C612A 33,619 - 43,180 REFERENCE POSITION NO.: 137013300-00501</p> <p>Department or Agency Name: Corrections APPLICATION PERIOD: Sept. 23, 2011 - Sept. 29, 2011</p> <p>Division/Section/Unit: Rehabilitative Services/Reentry/Institutional Programs 3 Day Grace - Oct. 2, 2011</p> <p>Assignment(s) / Comments:</p> <p>Shift and Days: Monday thru Friday 8:30 AM to 4:00 PM Job Location: Dorothea Dix Building</p> <p>Restrictions/Limitations:</p> <p>Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Name of Bargaining Unit Union: RIBCO (Civilians)</p> <p>There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* 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:</p> <p>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.</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 • 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 <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>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.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • 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. • 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).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To perform complex word processing and data entry functions using Microsoft Office and other software programs, maintain paper and electronic records, and to related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and Experience: Such as may have been gained through: employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs Or: any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> <p>SPECIAL REQUIREMENT: ** Typing Certificate Required ** 40 net WPM - 5 minutes</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 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:</p> <p>Stacey Dussault Junior Resource Specialist Office of Human Resources 39 Howard Avenue Cranston, RI 02920</p> <p>Telephone #: 401-462-5120 Fax #: 401-462-2685 Email: resumes@doc.ri.gov TTY/TDD #: # 711 (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER