


Vacancy Notice

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Case Management Coordinator(Diversion)</u>		CLASSIFICATION CODE: <u>00414000</u>	
	SALARY RANGE: <u>57873-66296</u>		REFERENCE POSITION NO.: <u>Grade 5019A/283</u>	
	Department or Agency Name <u>Public Defender</u>		APPLICATION PERIOD: <u>04/21/26-04/30/2026</u>	
	Division/Section/Unit <u>Diversion/Drug Court</u>		(includes grace period)	
	Assignment(s) / Comments .			
	Shift and Days: <u>Monday - Friday 1st Shift</u>		Job Location: <u>Providence / statewide as needed</u>	
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes <u> x </u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Local 808 (Liuna)</u>			
	There is <u> </u> is not <u> X </u> a Civil Service List for this position		See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
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 <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - 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	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	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. 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.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
• 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	DUTIES / RESPONSIBILITIES:			
	See attached job description			
	(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: _____ or Experience: Such as may have been gained through: _____ Special Requirement: SEE ATTACHED JOB DESCRIPTION. Please send Cover Letter, Resume and Application to: CAREERS@RIPD.ORG			
Where to	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: aamaral@ripd.org			
	COLLIN GEISELMAN, PUBLIC DEFENDER		Telephone #: <u>222-3492</u>	
	OFFICE OF THE PUBLIC DEFENDER		Fax #: <u>222-3287</u>	
	160 PINE STREET		TTY/TDD #: _____	
	PROVIDENCE, RI 02903		(Telecommunication Device for the Deaf)	
				

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**Rhode Island Public Defender
Case Manager**

CLASS TITLE: CASE MANAGEMENT COORDINATOR

Salary Grade: 5019 Classification:00414000

Salary Range: 57873-66296

Position Description: To serve as a legal secretary/case manager to Public Defender Attorneys and assist with the representation of indigent clients before the Rhode Island District, Superior, and Family Courts. Specifically, this position will be assigned to the Diversion Calendar, Drug Court Calendar, and Community Outreach Projects; coordinate the Criminal Diversion and Drug Court calendars before the State's Courts as they pertain to the Public Defender clients; to coordinate case assignments for Assistant Public Defenders; schedule appointments for clients with attorneys; maintain a daily calendar of appointments and scheduled cases; assist clients with problems related to their representation insofar as is consistent with training and experience; to contact clients regarding courts dates; to contact clients to obtain information relative to substance abuse counseling and mental health counseling; to assist with record keeping relative to expungements, to handle correspondence and other routine matters; to assist the attorney(s) assigned to expungements projects; this position will also be asked to assist with representation of clients in other courts and units as needed.

EDUCATION AND EXPERIENCE:

Requirements: Applicants should hold an A.A. Degree in Secretarial Sciences, Secretarial School Certification and/or graduation from a senior high school, including or supplemented by courses in typing, modern office business practices and computer usage and problem resolution. Applicants should possess a working knowledge of modern legal office practices, procedures, and equipment; a working knowledge of basic computer principles and utilities functions; a working knowledge of business English, spelling and arithmetic; a working knowledge of departmental rules, regulations, procedures, functions, and ability to apply these to work problems; familiarity with the principles and practices of office management and supervision; skill in typing accurately from rough draft or clean copy; the ability to work independently on difficult or complex clerical tasks or routine administrative tasks and to prepare non-routine correspondence; the ability to maintain complex clerical records and prepare accurate reports, the ability to exercise good judgment, courtesy, and tact in receiving office callers and in making proper dispositions of problems; the ability to plan, assign, supervise, and review the work of clerical employees; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and

abilities. Prior experience of varied secretarial and/or clerical work of a complex legal nature is preferred.

Supervision Received: Works under the general direction and supervision of the Assistant Public Defender in charge of a work location, the Public Defender and/or the Deputy Public Defender with considerable latitude allowed for the use of independent judgment.

To Apply: Please send a cover letter and resume to Anne Amaral at Aamaral@ripd.org. Cover letters should be addressed to Collin M. Geiselman, Public Defender. Applications must be received by 04/30/2026

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.

WOMEN AND MINORITY CANDIDATES ARE ENCOURAGED TO APPLY
THE OFFICE OF THE PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY
EMPLOYER