


# Vacancy Notice

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Administrative Secretary Interpreter</u>		CLASSIFICATION CODE: <u>00449400</u>	
	SALARY RANGE: <u>56123-63695</u>		REFERENCE POSITION NO.: <u>Grade 5420A/185</u>	
	Department or Agency Name <u>Public Defender</u>		APPLICATION PERIOD: <u>5/4/26-5/14/26</u>	
	Division/Section/Unit _____		(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 <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	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		<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	<b>DUTIES / RESPONSIBILITIES:</b>			
	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. <b>SEND RESUME</b> or CS-14 Application to: <a href="mailto:aamaral@ripd.org">aamaral@ripd.org</a>			
	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**

CLASS TITLE: Administrative Assistant Interpreter  
Primary Function: SPANISH INTERPRETER

Classification: 00449400  
Salary Grade: 5420A  
Salary Range: 56123-63695

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Primary duties involve simultaneous interpreting for Spanish speaking clients utilizing the services of the Public Defender's Office statewide in all court proceedings and jury trials; interpreting and translating to include intake interviews, attorney consultations, correspondence, telephone contact, and, when not otherwise engaged in those primary functions, duties as assigned by the Public Defender.

SUPERVISION RECEIVED: Works under the general supervision of the Executive Assistant.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To interpret for all Spanish-speaking clients in all phases of the pendency of cases, as needed, statewide, including in all courts, Public Defender offices and at the ACI.

To serve as liaison between attorneys and support staff and Spanish speaking clients and/or families;

To facilitate and insure client understanding of all legal proceedings, nature of charges lodged and corresponding penalties, prosecutorial recommendations, all legal forms, motions, and documents including the plea affidavit form;

To translate correspondence from English to Spanish, and from Spanish to English in the written and spoken forms of the respective languages.

To assist in the interpretation of agency policies and materials, and in the written and verbal translation of same;

To encourage cultural awareness among staff members pertaining to ethnic differences;

To perform related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Knowledge, Skills, and Capacities: Ability to speak, read and write Spanish fluently. Ability to interpret in complicated court proceedings in such a manner that the client fully understands what transpires, insuring that his/her rights are fully protected under the law. Ability to translate in such a manner as to convey proper meaning through the use of appropriate grammar, vocabulary, and syntax. Ability to communicate adequately in English in order to interact and perform duties other than those involving interpreting. A working knowledge of modern office practices, procedures and equipment; a working knowledge of departmental rules and regulations, procedures and functions and ability to apply these to work problems; ability to work independently on complex clerical tasks and non-routine correspondence; ability to exercise good judgment, courtesy and tact in receiving office callers and in problem resolution; ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations, and department or agency personnel; and related capacities.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through graduation from a senior high school, including or supplemented by courses in language. College preferred.

EXPERIENCE: Such as may have been gained through employment as a Spanish Interpreter; and employment of a progressively responsible nature involving the performance of various clerical and accounting procedures of a routine nature.

Strong preference given to candidates who are "certified court interpreters".

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

THE OFFICE OF THE PUBLIC DEFENDER IS AN  
EQUAL OPPORTUNITY EMPLOYER

