



STATE OF RHODE ISLAND
invites applications for the position of:

SENIOR WORD PROCESSING TYPIST

DEPARTMENT:	DEPARTMENT OF HUMAN SERVICES
DIVISION:	Individual and Family Support
OPENING DATE:	10/28/22
CLOSING DATE:	11/06/22 11:59 PM
SALARY:	\$21.87 - \$23.63 Hourly \$39,802.00 - \$43,013.00 Annually
PAY GRADE:	0312A
JOB TYPE:	Council 94 (2-36)
NAME OF BARGAINING UNIT UNION:	Council 94 Local 2882 (19)
LOCATION:	40 Fountain St., Providence
SCHEDULED WORK DAYS: HOURS OF WORK	Monday - Friday, 8:30 am - 4:00 pm
WORK WEEK:	Standard 35.0 Hours
RESTRICTIONS/LIMITATIONS:	Restricted/Limited to the leave of the prior incumbent.
ASSIGNMENT(S)/COMMENTS:	ORS. The individual hired to fill this position is being hired into an E-Verify site which contains Federal tax Information (FTI), as defined in IRS Publication 1075. Although the individual may not have direct access to FTI, the individual is required to have their employment

eligibility validated through E-Verify.

JOB NUMBER:

1238-10000-886

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform complex word processing and data entry functions on an electronic computer keyboard using word processing software and at least one other software program such as spreadsheets or scientific programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; specific tasks may be given directly by a variety of professionals; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superiors.

SUPERVISION EXERCISED: Generally none, but may occasionally orient other clerical staff to new applications and supervise routine clerical or typing work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform complex word processing and data entry functions on an electronic computer keyboard using word processing software and at least one other software program such as spreadsheets or scientific programs.

To enter data on a variety of keyboard-based equipment and use a variety of data entry procedures such as mainframe CICS, microcomputer spreadsheets and data bases.

To generate involved statistical statements, reports, legal documents, letters and other materials from paper copy, dictaphone or electronic sources utilizing a variety of software applications such as word processing, spreadsheets, report generators.

To set up shell formats or templates for repetitive input/output tasks using application documentation.

To compose routine and form letters and reports.

To maintain records and files.

To organize data and determine formats for this data.

To perform routine equipment procedures such as disk head cleaning, printer ribbon changing, etc.

To answer the telephone and respond to in-person callers.

To answer inquiries and/or impart non technical information regarding programs, policies and services.

To refer callers and schedule appointments for supervisors.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of general office practices, commercial arithmetic and business English; the ability to perform data entry/word processing functions with reasonable speed and accuracy* on at least one type of equipment and with at least two types of software package (one of which should be a word processing program; one of which should not be a word processing program); the ability to switch from one type of equipment/application package to another in the course of a day; the ability to understand readily and carry out complex oral and written directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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.

SPECIAL REQUIREMENTS: 40 net WPM - 5 minutes

SUPPLEMENTAL INFORMATION:

Duties and responsibilities primarily include providing complex word processing and data entry support services to a region of vocational rehabilitation staff and supervisors, including MIS system functions, processing new applications, preparing and posting service invoices to client records, scanning and uploading documents, assisting with processing requirements for federal and state grant initiatives to assist individuals with disabilities to become successfully employed.

Other duties may include case recording services, intake- application handling services, requesting and gathering medicals records, confirming appointments, preparing and mailing notices or letters, assisting in federal reimbursement and inter-agency employment partnership programs and other related duties as assigned by program Administrator.

Assists VR Supervisors and Counselors with organizing and maintaining case records based on federally mandated reporting requirements; may assist with intake sessions; processes applications and referrals; and responds to customer inquiries, entering new applications as well as putting client records together in an orderly fashion.

The duties involve handling of electronic files and records, scanning, document and MIS database use, document handling, providing back up support for other office functions including mail handling and telephone/reception switchboard coverage as needed.

https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf

https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster_ES.pdf

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 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).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL § 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #1238-10000-886

SENIOR WORD PROCESSING TYPIST

RH

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov

SENIOR WORD PROCESSING TYPIST Supplemental Questionnaire

- * 1. Are you currently employed as a Senior Word Processing Typist with the State of Rhode Island as a member of Council 94? (You must answer this question correctly to be considered. If you fail to answer this question correctly, you will not be entitled to be considered.)]
☐ Yes ☐ No
- * 2. Are you a member of Council 94 Local 2882? (You must answer this question correctly to be considered based on your union affiliation. If you fail to answer this question correctly, you will not be entitled to be considered based on contractual provisions.)
☐ Yes ☐ No
- * 3. Are you a state employee who is a member of Council 94? (You must answer this question correctly to be considered based on your union affiliation. If you fail to answer this question correctly, you will not be entitled to be considered based on contractual provisions.)
☐ Yes ☐ No
- * 4. This position requires a recent typing proficiency certificate (within

18 months) of 40 wpm for 5 minutes. On line certificates are not acceptable. Do you possess a proficiency certificate?

☐ Yes ☐ No

* Required Question