**INTAKE UNIT LEGAL CLERK**

**CRIMINAL DIVISION**

**RHODE ISLAND OFFICE OF THE ATTORNEY GENERAL**

**Paygrade 8716 ($44,057 - $48,748)**

**March 4, 2022 – March 31, 2022**

The Rhode Island Office of the Attorney General is seeking candidates to fill the position of Intake Unit Legal Clerk in our Providence, Kent, Washington, and Newport County offices.

**About the Office**: The Attorney General is the state’s top lawyer and law enforcement official, protecting and serving the people and interests of Rhode Island through a broad range of duties. Every day, the Office’s attorneys fight to ensure the public safety of the state’s communities, improve the economic security of its citizens, safeguard the state’s spectacular natural resources, and restore the public’s trust in government. Assistant and Special Assistant Attorneys General represent the people of Rhode Island in civil and criminal matters before trial courts, appellate courts, and the Supreme Court of Rhode Island and the United States. The Office is unique among attorneys general offices across the country. Out of fifty states, only two other offices share the same broad criminal mission. The Office’s attorneys prosecute complex and violent crimes and functionally serve as one of the nation’s largest district attorney’s offices, prosecuting all felonies throughout the state.

**Responsibilities and Opportunity Offered**: This position offers a unique and challenging experience for a highly motivated person. The office is seeking a legal clerk to fill a position within the Intake Unit of the Criminal Division. Responsibilities include calendaring, preparing and maintaining case files for felony screening. This includes the preparation and e-filing of information packages with the Rhode Island Superior Court, data entry into the office case management system and the Superior Court’s Odyssey system, responding to telephone inquiries regarding pending cases and other duties as assigned by the Intake Unit Chief and Supervisor.

**Qualifications**: Applicants must possess superior clerical and organizational skills, as well as the capacity to function at a high level in a demanding environment. Additionally, applicants must exhibit the ability to work in a supportive and professional manner with other support staff, attorneys and law enforcement agencies. Candidates must be computer literate and adept at learning new computer programs.

**If applying for position by submitting cover letter and resume via mail or email, no need to apply through online system.**

**How to Apply:** Applicants should mail (1) a cover letter summarizing why you are interested and describing the skills and abilities you possess that will enable you to succeed in this position, (2) resume, (3) list of three references to:

Aida Crosson

Director of Administration

Office of the Attorney General

150 South Main Street, Providence, RI 02903

ACrosson@riag.ri.gov

**Other Information:** Finalists will be subject to a background investigation including reference checks. All offers of employment are contingent upon successful completion of the background investigation.

**Equal Opportunity Employer:** We are dedicated to forming a team that represents a variety of backgrounds and perspectives. All qualified applicants will receive consideration without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or covered veteran status.