



been classified as “disabled” by the Veterans’ Administration. The DD 214 and proof of disability classification must be submitted at the time of the written examination.

Veterans’ dates for active duty war veterans are as follows:

December 7, 1941 - December 31, 1946

June 27, 1950 - January 31, 1955

July 1, 1958 - January 1, 1959

August 5, 1964 - May 7, 1975

August 20, 1982 - December 31, 1987

December 20, 1989 - January 31, 1990

August 2, 1990 - May 1, 1994

September 18, 2001 - A period prescribed by law, an Act of Congress or Presidential Proclamation.

October 16, 2002 - A period prescribed by law, an Act of Congress or Presidential Proclamation.

**This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."**

### **Examination:**

The examination shall consist of a written test. The weight of the written test shall be 100%. The minimum passing grade shall be 70%. Qualified employees will have appropriate seniority points added to a passing score. Notification of exam results will be sent by mail. There will no makeup dates for the examination.

### **Qualifications:**

Qualified applicants shall possess the following skills:

- Knowledge of Municipal Court operations including organization and operation procedures and have the ability to work in a fast-paced work environment with multiple challenges;
- Ability to perform effectively as a team leader and team member to carry out the Municipal Court's responsibilities and goals;
- Considerable knowledge of court record keeping and reporting terminology;
- Ability to effectively manage the nonjudicial operations of the Municipal Court;
- Ability to read and interpret applicable rules, laws, ordinances, and regulations concerning court operations;
- Knowledge of electronic records management procedures and computer information systems operation, preferably a solid working knowledge of and/or certificate of training from Curia Systems, the operating system utilized by the Municipal Court and the Rhode Island Traffic Tribunal.

### **Required Education and Training**

Graduation from an accredited college or university with a Bachelor's Degree in business, public administration, court administration, accounting, or closely related field, with two years of previous management experience. A thorough knowledge of fiscal administration is required. Other combinations of experience that meet the minimum requirements may also be substituted.