* Please note that this position is for 3rd shift (12:00AM – 8:00AM) and requires at least one weekend shift per month.

About the Office: The Office of the Attorney General is headquartered in Providence, Rhode Island, with satellite offices in Warwick, Newport and South Kingstown, Rhode Island. The Attorney General is Rhode Island’s chief law enforcement official, responsible for the prosecution of all felonies and many misdemeanor offenses throughout the state.

Duties/Responsibilities: The office is seeking an individual with excellent organizational, social and communication skills to fill a position within the Bureau of Criminal Identification and Investigation (BCI). The position offers a unique and challenging experience for a highly motivated person. The selected candidate will be assigned to work as a classification clerk within BCI. This position is for third shift only (12:00PM – 8:00AM) and requires working one weekend per month. Primary duties include the following:

- Conducting criminal background checks for the public
- Processing criminal record expungement orders from the court system
- Processing Permit to Carry a Pistol applications
- Processing Security Guard License applications
- Answering phone calls from the public
- Conducting criminal history checks for prosecuting attorneys
- Entering/quashing warrants in the state and national criminal history systems
- Working with police departments to confirm warrants and court orders
- Entering criminal case dispositions
- Entering Restraining/No Contact Orders into state and national criminal history systems
- Processing fax requests from Courts, Judges, and police departments
- Monitoring security cameras for all AG buildings

Education/Experience/Special Requirements: Applicants should have excellent computer skills, be well organized and comfortable dealing with the public. Familiarity with criminal justice procedures is preferred but not mandatory.

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

Application Process: Applicants should submit a (1) a cover letter, (2) resume; and (3) list of three references to:

Aida P. Crosson  
Director of Administration  
Office of Attorney General  
150 South Main Street  
Providence, RI 02903  
acrosson@riag.ri.gov

Other Information: The selected applicant will be subject to a background investigation including reference checks.

The Rhode Island Office of Attorney General is an Equal Opportunity Employer  
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.