



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 09-04-085	OPENING DATE: 09-27-04	CLOSING DATE: 10-18-04	OPEN TO ALL APPLICANTS
POSITION: Secretary JS-318-09	TYPE OF APPOINTMENT: Career Service		Salary Range: \$41,815 -\$54,360 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Court Reporting and Recording	LOCATION: 500 Indiana Avenue, NW.	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Provides secretarial support to Director, Court Reporting and Recording Division. Operates personal computer to type correspondence and/or reports; enters or retrieves data and/or prepares reports or other court documents; composes correspondence and reviews outgoing documents for appropriate format, grammatical and spelling accuracy, and conformance with division directives; answers telephone and walk-in inquiries and provides assistance regarding procedures or scheduling inquiries from court staff, judicial officers, attorneys, other governmental agencies, and/or the public; prepares time and attendance records and other personnel documents for the office; receives, sorts, distributes and/or files incoming documents including correspondence, court documents or reports. Assists operations in other offices by answering telephone calls; responding to inquiries and requests; maintaining calendar and schedules; managing files; entering data into Pegasys Financial system and monitoring branch requests for supplies and equipment. Maintains requisition files and monitors receipt of items requested in requisitions; maintains confidentiality and security of documents and information.

MINIMUM QUALIFICATIONS: Five (5) years of general secretarial or clerical experience, including at least two (2) years in a legal environment, preparing briefs and other legal documents. Education past the high school level, e.g., secretarial training, college, or paralegal training may substitute for general experience, on a year-to-year basis. If education is substituted for experience, proof of education must be submitted with application. Please submit a copy of your most recent performance evaluation if available with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Describe experience, education or training which indicates your level of qualification for each factor. **Failure to respond to the ranking factors may disqualify you from further consideration.**

1. Ability to type, proof and prepare memoranda, reports and other documents, using correct legal citations and formatting.
2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Ability to use a personal computer, Windows-based operating system and Word applications.
4. Ability to maintain confidentiality and security of documents and information.
5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, the Bar, and the public.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Keyboarding (50 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage) and Records Management (alphabetic and numeric filing).

Submit Court application and Ranking Factors to:
D.C. Courts, Human Resources Division, 515 5th St., NW, Rm. 213, Washington, DC 20001-2131
For more information, call 202-879-0496 or visit our job site at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.