



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-04-039	OPENING DATE: 04-21-04	OPEN UNTIL FILLED	OPEN TO ALL APPLICANTS
POSITION: Courtroom Clerk JS 945-07	TYPE OF APPOINTMENT: Career Service		SALARY: \$34,184 - \$44,439 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Courtwide	LOCATION: 500 Indiana Ave., NW	Tour of Duty: Full-time	

This position has promotion potential to grade JS-09.

ROSTER PROCESS: This announcement will create a roster for all Superior Court Courtroom Clerk I vacancies.

BRIEF DESCRIPTION OF DUTIES: Assembles all cases to be heard by the court prior to the judge taking the bench. Records court proceedings and decisions on official court documents. Administers oaths to witnesses and impanels juries. Prepares judicial summonses, bench warrants, arrest warrants and other legal documents as directed by a judge. Identifies and accounts for exhibits. Advises defendants of rights and penalties for violation of conditions of release. Manages the courtroom, and performs administrative support as assigned.

MINIMUM QUALIFICATIONS: A bachelor's degree in criminal justice, public or business administration, liberal arts, or a related degree; or three years of relevant experience utilizing written and oral communication skills. Experience working on a personal computer in a Windows environment preferred. Some familiarity with the criminal justice system, judicial branch or legally terminology preferred. Please submit a copy of your most recent performance evaluation with your application; or for education credit, submit a copy of your transcript or diploma.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate additional qualifications for the position, above the minimum qualifications required. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.

1. Ability to communicate effectively, orally and in writing, in order to interact effectively with the judicial, legal and social services communities, as well as with court staff and the public.
2. Ability to read and interpret written documents.
3. Ability to apply procedural guidelines using independent judgment.

SELECTION PROCESS: Testing will be required of qualified candidates in keyboarding (40 WPM corrected for errors), language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). A writing exercise and an interview may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making final selections.

Submit Court Application and Ranking Factor responses to:
District of Columbia Courts, Human Resources Division, 515 5th St., NW, #213, Washington, DC 20001
For further information, call (202)879-0496 or visit our website 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.