



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 09-04-081	OPENING DATE: 09-23-04	CLOSING DATE: 10-15-04	OPEN TO ALL APPLICANTS
POSITION: Family Law Attorney Facilitator, JS-945-13	TYPE OF APPOINTMENT: Career Service		SALARY: \$72,108 - \$93,742 DC Courts non-judicial employees receive federal retirement and benefits
DIVISION: Family Court	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: Provide general oversight, direction, and assistance for the Family Court Self Help Center including supervision of staff and volunteers, preparation of budget requests, policy development and implementation, and serves as the community liaison on issues relevant to the center. Provides legal assistance and information to unrepresented individuals with questions or matters in any branch of the Family Court. Researches legal issues and provides analysis to the Family Court Director. In addition, provides impact analysis to the Director regarding pending and/or newly enacted Family Law legislation. Monitors and presents monthly reports to the Director of Family Court regarding the number of customers served, services provided and other activities of the Self Help Center. Conducts training on the role of the Family Law Attorney Facilitator and the Self Help Center for Family Court judicial and non-judicial staff, and the general public.

MINIMUM QUALIFICATIONS: Must have a law degree and be a member of the District of Columbia Bar with a minimum of (4) years of experience in Family Law, preferably in the District of Columbia. **Active bar identification number must be attached at the time your application is submitted.** Please submit a copy of your most recent performance evaluation with your application, if available.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. 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. Knowledge of local and federal statutes and regulations relevant to Family Law including substantive laws, federal and uniform interstate laws, and Family Court practices.**
- 2. Ability to interpret applicable law and policy and to develop policies, procedures, instructions and narrative reports.**
- 3. Ability to manage operations of a Unit, providing leadership, training, supervision and guidance.**
- 4. Ability to communicate effectively, orally and in writing, with diverse groups of individuals within and outside of the courts.**

SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington DC 20001
For further information call (202) 879-0496, FAX (202) 879-4212, visit us on the web 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.