



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 09-04-092	OPENING DATE: 10-04-04	CLOSING DATE: 10-18-04	OPEN TO ALL CANDIDATES
POSITION: Small Claims Case Processing Supervisor, JS-945- 10	TYPE OF APPOINTMENT: Career Service		SALARY: \$46,048 - \$59,862 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Civil	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	
<p>BRIEF DESCRIPTION OF DUTIES: Incumbent supervises staff of Small Claims and Conciliation Branch, by assigning, directing and reviewing work, evaluating and assessing staff skills, planning and providing training, and recommending selection, promotion and disciplinary actions. Supervises the coordination of records between the Small Claims Branch and D.C. Court of Appeals. Oversees the preparation of received complaint forms for updating into the automated system ensuring case numbers assigned are sequential. Assists pro se litigants and attorneys in filing new complaints. Administers oaths and affirmations; Performs other duties as assigned.</p> <p>MINIMUM QUALIFICATIONS: Four (4) years of experience in a court, legal office, or similar environment, including one (1) year as a supervisor or manager. Equivalent combinations of relevant education and experience may be substituted. Please submit a copy of your most recent performance evaluation with your application, if available.</p> <p>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.</p> <ol style="list-style-type: none"> 1. Ability to coordinate workflow for management of court documents, in compliance with the DC Code, Rules of Civil Procedures and Rules of the DC Courts. 2. Ability to supervise employees, providing planning, organization, training, delegation, motivation and evaluation. 3. Ability to organize information in a timely and efficient manner in order to maintain and monitor workload. 4. Ability to communicate orally and in writing with persons of diverse backgrounds and levels of authority, such as judicial officers, attorneys, litigants, court staff and the public. <p>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.</p> <p style="text-align: center;">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</p>			
<p>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.</p>			