



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 01-12-002	OPENING DATE: 04-25-12	Open Until Filled First Screening – 05-25-12	OPEN TO ALL APPLICANTS
POSITION: Director Special Operations Division	TYPE OF APPOINTMENT: Court Executive Service IV		SALARY: \$131,300 - \$158,587 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Special Operations	LOCATION: 500 Indiana Avenue, N.W.	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: The Special Operations Division is comprised of the following branches: Jurors’ Office, Tax Office, Office of Court Interpreting Services, Child Care Center, Judge-In-Chambers Office, Appeals Coordinators’ Office, and the law library. The Special Operations Director provides overall administrative coordination and policy direction for the effective accomplishment of the mission of the Division, and develops, organizes, coordinates, directs and evaluates the policies, programs, personnel and procurement needs of the branches of the division. Responsible for staff development and training, program evaluation, budget direction, divisional procurement, and staff management. Reviews, analyzes and interprets pertinent District of Columbia Codes, United States Codes, decisions of the U.S. Supreme Court, and the District of Columbia Court of Appeals, and Federal Rules. Confers with and recommends to Judicial Officers and to the Clerk of the Court the passage, amendment or withdrawal of proposed legislation on relevant matters. Conducts legal research relating to procedural issues in order to respond to written or oral inquiries from the Chief Judge, Judicial Officers, Executive Officer and Clerk of the Court. Responsible for the development, evaluation, research and accomplishment of special projects assigned by the Chief Judge, the Executive Officer, and the Clerk of the Court.

MINIMUM QUALIFICATIONS: A Bachelor's degree in business or public administration or a relevant degree plus six (6) years of experience in a court or legal setting, including at least four (4) years in a supervisory or managerial capacity. An advanced degree in a related field can be substituted for up to two years of required experience. **Documentation of education must be submitted with your application, or your application will not be accepted.** 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 candidates' qualifications for the position. All applicants **MUST** respond to each ranking factor on separate sheets of paper. Please describe experience or education which indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Ability to analyze and interpret, and to conduct complex legal research on pertinent D.C. Codes and U.S. Codes, decisions of the U.S. Supreme Court and DC Court of Appeals, and Federal Rules, as well as passed or proposed legislature on relevant matters.
2. Experience in developing short- and long-range strategic and tactical plans, goals, and objectives; preparing, presenting, and justifying short- and long-range budget and staffing requests; and presenting policy and program needs effectively.
3. Ability to present, orally and in writing, detailed analysis and recommendations on legal, legislative, and procedural issues pertaining to Division operations.
4. Ability to communicate and to establish and maintain effective and confidential working relationships with a wide variety of personnel, such as Judges, court managers and administrators, attorneys, government agencies, other judicial agencies and the public.
5. Knowledge of effective management practices, theories and methodology, and the ability to select, train, supervise and manage staff in the performance of Division functions.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.
For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.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.