



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-12-025	OPENING DATE: 03-28-12	CLOSING DATE: 04-19-12	OPEN TO ALL APPLICANTS
POSITION: Fathering Court Case Manager JS 945-10	TYPE OF APPOINTMENT: Career Service	SALARY: \$56,033 - \$73,917 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Family Court Operations	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** The Fathering Court Program is an initiative of the Family Court in collaboration with community and government service providers to strengthen families by enabling non-custodial parents, often fathers, to provide financial and parental support to their children. Incumbent will assist with interviews/assessments of program eligible respondents having active child support cases in the Family Court of the DC Superior Court. Assists with the identification of employment and any other social services and/or treatment needs of respondents and with the identification of service providers and referrals. Links participating respondents to social service providers and monitors services provided to program participants by government agencies, cooperating partners or contracted vendors. Responds to crisis situations and intervenes with service providers to resolve immediate problems. Maintains data that reflects the number of respondents served and the number and types of activities performed in order to provide assistance to the respondents and periodic reports to the Court and program administrators. May be called upon to provide oral and/or written presentations and recommendations in formal court hearings. Provides clerical assistance as necessary. Serves as an adaptable human resource for the Program Manager, the Fathering Court Presiding Judge, and the Family Court Operations Division. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Six (6) years of court or family law agency experience including at least two (2) years of specialized experience working directly with paternity and child support cases. Equivalent levels of paralegal or social science education and experience may be substituted for general experience. If education is substituted for experience, **documentation of education must be included with your application.** This position additionally requires the possession and maintenance of a valid motor vehicle operator's permit. *You must submit a copy of your Motor Vehicle Operator's Permit with your application.* **Documentation of education, (copy of HS diploma G.E.D certificate, or college transcript or degree) and a copy of your driver's license must be provided with application or your application will not be considered.** 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. You must complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF), on which you must describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to complete and submit the SAF with your application will disqualify you from further consideration.**

1. Knowledge of the District of Columbia, adult probation, child welfare and child support enforcement systems.
2. Knowledge of professional interviewing techniques and counseling principles, techniques and procedures.
3. Ability to communicate effectively, orally and in writing, and to positively interact with a variety of individuals and families including custodial and non-custodial parents, reentering parents, court personnel, judicial staff and social service providers.
4. Ability to track cases, compile and report data, and correspond effectively in writing, using a personal computer, word processing software, spreadsheets and database applications for data analysis and report preparation.

**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 Supplemental Application Form:**

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.; FAX to (202)879-4212; email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov) For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://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.

# SUPPLEMENTAL APPLICATION FORM

## *Ranking Factors Response*

### Fathering Court Case Manager

The following four (4) Supplemental Ranking Factors will be used to rate your qualifications for Fathering Court Case Manager. For each of the three factors, check the statement below that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your description of experience, please attach additional sheets of paper.*

**1. Knowledge of the District of Columbia, adult probation, child welfare and child support enforcement systems.**

A. Experience:

- I have not used this knowledge in a full time position.
- I have used some of this knowledge as part of a team/unit involved in adult probation, child welfare and/or child support enforcement systems.
- I have used this knowledge extensively in a full time position, with monitoring by a supervisor when necessary.
- I have a high level of knowledge and extensive expertise in utilizing this knowledge. I use this knowledge more than 50 percent of the time while on duty. Because of my expertise, I am considered an expert and am often consulted by others.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. **(If you need more space for your verification, please attach additional sheets of paper).**

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Name and telephone # of a supervisor or manager who can verify this information:

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APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

**2. Knowledge of professional interviewing techniques and counseling principles, techniques and procedures.**

A. Experience:

- I do not have experience with the above listed.
- I have some experience with the above listed and have used it in a limited capacity over the past year.
- I have used the above listed over the past two (2) years on a daily basis. I develop evaluations and administrative protocols using this knowledge which some or all have been adopted after approval by a supervisor.
- Over the past three years I have extensively used the above listed factors on a daily basis. I have developed and applied the above listed on a daily basis within the D.C. Courts, and have advised a wide variety of personnel from executive level to staff members.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. **(If you need more space for your verification, please attach additional sheets of paper).**

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Name and telephone # of a supervisor or manager who can verify this information:

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APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_

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**3. Ability to communicate effectively, orally and in writing, and to positively interact with a variety of individuals and families including custodial and non-custodial parents, reentering parents, court personnel, judicial staff and social service providers.**

A. Experience:

- I have not had an opportunity to display this ability.
- I have used this ability in a limited capacity over the past year. I have developed and made presentations, on a limited basis, to peers or subordinates on a limited range of topics.
- I have used this ability over the past two years on a daily basis. I develop and present orally and in writing to superiors, after my presentations are reviewed and approved by a supervisor.
- I have used this ability extensively over the past three years on a daily basis. I have excellent oral and writing presentation skills, and have advised a wide variety of personnel from executive level to the public. I am considered an outstanding presenter.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. **(If you need more space for your verification, please attach additional sheets of paper).**

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Name and telephone # of a supervisor or manager who can verify this information:

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APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_

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**4. Ability to track cases, compile and report data, and correspond effectively in writing, using a personal computer, word processing software, spreadsheets and database applications for data analysis and report preparation.**

A. Experience:

- I have not had an opportunity to display this ability.
- Limited experience tracking cases. At least three (3) years of experience using MS Office or similar software packages. Experience presenting reports before managers.
- Experience tracking cases at least 30% percent of the time while on duty. At least four (4) years of experience using MS Office Programs or similar software packages. Experience presenting reports before managers.
- Experience tracking cases at least 50% percent of the time while on duty using the DC Superior Courts Information System or similar databases. At least five (5) years of experience using MS Office Programs or similar software packages. Experience presenting reports before judicial officers, court executives or other high-ranking officials.

Provide a brief description of your experience, and give examples, utilizing this knowledge, including the title of your position and agency. **(If you need more space for your verification, please attach additional sheets of paper).**

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Name and telephone # of a supervisor or manager who can verify this information:

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APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.