



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 03-12-019	OPENING DATE: 04-11-12	CLOSING DATE: 05-03-12	OPEN TO ALL APPLICANTS
POSITION: Legal Assistant , JS 905-12	TYPE OF APPOINTMENT: Career Service		SALARY: \$74,872 - \$97,333 DC Courts non-judicial employees receive federal retirement and benefits
DIVISION: Probate	LOCATION: 515 5 <sup>th</sup> Street, NW	Tour of Duty: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** Incumbent represents the Probate Division at least twice weekly at Court hearings. Performs legal research and prepares legal memoranda on complex legal issues. Reviews and makes recommendations on the disposition of petitions, subsequent pleadings, proposed orders and settlement agreements. Maintains and updates Probate Division procedural rules online. Serves as liaison with Multi-Door Dispute Resolution Division and for Probate Law Digest project. Undertakes special projects for the Register of Wills as assigned.

**MINIMUM QUALIFICATIONS:** A law degree from an accredited law school demonstrating a strong academic background (**at least 3.0 GPA**), plus two (2) years of legal experience. Practice of Probate law preferred.

**Documentation of education (copy of law school official or unofficial transcript) must be submitted with your application or your application will not be considered. Membership in the District of Columbia Bar required. Active bar identification number must be attached at the time your application is submitted.** 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 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 submit the SAF with your application will disqualify you from further consideration.**

1. Ability to present complicated matters in a courtroom or similar setting.
2. Ability to perform legal research and to apply theories, concepts, principles and practices of law in probate and fiduciary matters.
3. Ability to handle multiple tasks in an organized manner and meet concurrent deadlines under time pressure while producing high quality work-product.
4. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective service to Court management and staff, the judiciary, and the public.

**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 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  
For a court application, call (202) 879-0496, Fax (202) 879-4212 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.

## Ranking Factors Responses

### Legal Assistant

The following four (4) Ranking Factors will be used to rate your qualifications for Legal Assistant. For each of the **four** factors, check the statement below the factor 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 verification, please attach additional sheets of paper. **THIS FORM MUST ACCOMPANY YOUR OFFICIAL D.C. COURTS APPLICATION.** Failure to provide this document will prevent you from being considered.

**1. Ability to present complicated matters in a courtroom or similar setting.**

A. Experience:

- I have not used this ability.
- I have used this ability in a limited capacity that does not include courtroom experience.
- I have used this ability in a limited capacity that includes courtroom experience.
- I have a high level of ability and extensive experience with this factor, regularly presenting in a court or related setting.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.** *(If you need space for your description of experience, 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. **Ability to perform legal research and to apply theories, concepts, principles and practices of law in probate and fiduciary matters.**

A. Experience:

- I have not had an opportunity to display this ability.
- I have used this ability in a limited capacity.
- I have substantial experience doing legal research.
- I have an excellent academic background and have extensive experience working in a legal environment doing legal research, including experience in probate and fiduciary matters.

Provide a brief description of your experience, and give examples, utilizing this knowledge, 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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**3. Ability to handle multiple tasks in an organized manner and meet concurrent deadlines under time pressure while producing high quality work-product.**

A. Experience:

- I have not used this ability in a full time position.
- I have some experience in a general office setting where I was responsible for meeting deadlines and completing tasks under direct supervision.
- I have substantial experience in a legal setting where I was responsible for meeting deadlines and completing tasks under direct supervision.
- I have extensive experience in a legal setting where I worked independently and was responsible for meeting deadlines and completing tasks with limited supervision.

Provide a brief description of your experience, and give examples, utilizing this knowledge, 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 communicate effectively, orally and in writing, in order to provide courteous and effective customer service to Court management and staff, the judiciary, and the public.**

A. Experience:

- I do not have any experience with this factor. It is not a normal part of my responsibilities.
- I have limited experience in full-time positions that required the ability to effectively communicate, orally and in writing on a daily basis, with persons from diverse backgrounds and educational levels, from multiple levels of authority in a court or legal environment. I have strong oral and written communication skills, including individual and small group interactions .
- I have substantial experience in full time positions that required the ability to effectively communicate, orally and in writing on a daily basis, with persons from diverse backgrounds and educational levels, from multiple levels of authority, in a court or legal environment. I have strong oral and written communication skills, including individual and small group interactions as well as experience making oral presentations to small groups.
- I have extensive experience in full time positions that required the ability to effectively communicate, orally and in writing on a daily basis, with persons from diverse backgrounds and educational levels, from multiple levels of authority, in a court or legal environment. I have strong oral and written communication skills, including individual and small group interactions as well as experience making oral presentations to small groups.

Provide a brief description of your experience, and give examples, utilizing this knowledge, 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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