



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 09-12-063	OPENING DATE: 09-25-12	CLOSING DATE: 10-17-12	OPEN TO ALL CANDIDATES
POSITION: Legal Branch Manager, JS 905-14	TYPE OF APPOINTMENT: Career Service	SALARY: \$105,211-\$136,771 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Probate	LOCATION: 515 Fifth Street, Northwest	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: Oversees the daily management and operations of the Legal Branch of the Probate Division and the supervision of Branch staff, including clerical and professional staff (lawyers and specialists in small estate proceedings). Reviews petitions and pleadings, recommendations on disposition of same and proposed orders to ensure compliance with legal requirements and court policies; prepares legal memoranda for judges on technical legal questions; and testifies in open court as an expert witness in matters regarding probate in the District of Columbia. Participates in Probate Division management meetings and provides information, technical assistance and advice regarding issues and policies. Gathers and analyzes statistical data and provides regular reports on performance by Legal Branch staff and on overall Branch performance for the purposes of individual performance evaluations and court statistics. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: A law degree from an accredited law school, plus four (4) years of legal experience in the practice of probate law and estate administration, including three (3) years of experience in a court or equivalent setting and two (2) years of supervisory experience in a legal environment. Membership in the District of Columbia Bar required. **Active bar identification number must be attached at the time your application is submitted. Documentation of education (college transcript or degree) must be submitted with your application or your application will not be considered.** 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. All applicants **MUST** respond to each ranking factor on a separate sheet of paper. Describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Knowledge and practical experience in probate law and estate administration in order to exercise independent judgment and have the ability to assess status of proceedings, recommend disposition of pleadings or cases, resolve legal or administrative issues, and anticipate and plan for future needs.
2. Ability to analyze, organize, implement and manage an established program with multiple ongoing projects and work activities.
3. Ability to establish and maintain effective working relationships with judges, court managers and employees, attorneys, and government and other judicial agencies.
4. Ability to select, train, supervise and evaluate staff, and to review and monitor work assignments in order to ensure timely accomplishment of the office workload and delivery of services to clients and the Court.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview and a writing exercise 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
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.