



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 08-12-058	OPENING DATE: 08-09-12	CLOSING DATE: 08-31-12	OPEN TO ALL APPLICANTS
POSITION: Secretary to Magistrate Judge JS-318-09	TYPE OF APPOINTMENT: Career Service		SALARY RANGE: \$51,630-\$67,114 DC Courts non-judicial employees receive federal retirement and benefits.
Office of the Magistrate Judges	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-Time	

BRIEF DESCRIPTION OF DUTIES: Incumbent will serve as the Secretary to the Magistrate Judges in the District of Columbia Superior Court. The responsibilities will include the following: Type, proofread and/or prepare for publishing, decisions, memoranda of judgment, reports or other documents. Enter data for tracking case assignments and status. Enter data for decision reference listings. Assist with other Secretaries in managing the office by answering telephone calls; responding to inquiries and requests; preparing time-and-attendance records and other personnel documents for the office; maintaining calendar and schedules; managing files; and maintaining confidentiality and security of documents and information. Reproduce calendar sets, court cases and other documents.

MINIMUM QUALIFICATIONS: Five (5) years of general secretarial or clerical experience, including at least two (2) years in a legal environment, preparing briefs and other legal documents. Experience with Microsoft Word, PowerPoint, Excel, and Publisher. Education past the high school level, e.g., secretarial training, college, or paralegal training may substitute for general experience, on a year-to-year basis. **Documentation of education (copy of HS diploma, G.E.D, college diploma, transcript, or certificate) 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. 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 (you may attach description responses on additional paper if required). **Failure to submit the SAF with your application will disqualify you from further consideration.**

NOTE: YOUR RANKING FACTORS WILL BE DETACHED FROM YOUR APPLICATION AND RATED INDEPENDENTLY. DO NOT REFER TO INFORMATION ON YOUR APPLICATION, AS THE RATERS WILL NOT HAVE ACCESS TO IT. PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME, AS YOUR IDENTIFICATION ON YOUR RANKING FACTORS.

1. Ability to type, proof and prepare legal decisions, memoranda, reports and other documents, using correct legal citations and formatting.
2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Ability to use a personal computer and Windows-based word-processing software (Microsoft Word, PowerPoint, Excel, and Publisher).
4. Ability to maintain confidentiality and security of documents and information.
5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, and the public.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Keyboarding (50 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage) and Records Management (alphabetic and numeric filing). A written exercise and interview 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.; Fax to (202) 879-4212;

Email to: jobs@dcsc.gov

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

SUPPLEMENTAL APPLICATION FORM

Ranking Factors Responses

Secretary to Magistrate Judge

The following five Ranking Factors will be used to rate your qualifications for Secretary to Magistrate Judge. For each of the five 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.

I. Ability to type, proof and prepare legal decisions, memoranda, reports and other documents, using correct legal citations and formatting.

A. Experience:

- I have not used this ability in a full time position.
- I have used some of this ability as part of a team/unit involved in a judicial support role.
- I have used most of this ability extensively in a full time position in a legal environment for a period of four (4) years or more.
- I have a high level of ability and extensive experience with this factor, working in a court or judicial setting, where I worked closely with judges and judicial officials for more than five (5) years.

Provide a brief description of your experience utilizing this ability in the judicial administrative operations, planning and reporting area (include legal experience).

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

APPLICANT IDENTIFICATION NUMBER: _____

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2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.

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 the above factors.
- I have used the above listed over the past four (4) years on a daily basis in a legal environment. I develop schedules and administrative protocols using this knowledge.
- I have extensive experience with this factor where I worked closely with judges and judicial officials, for five (5) years or more and was exclusively responsible for the above factor. .

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

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

3. Ability to use a personal computer (PC) and Windows-based word-processing software (Microsoft Word, PowerPoint, Excel, and Publisher.).

A. Experience:

- I do not have experience with this factor.
- I have limited experience in this factor. I have some general experience with this factor.
- I have used a personal computer and windows-based word-processing software on a daily basis as a part of my daily duties. I have over five (5) years of general PC use experience which includes some use of Microsoft Word, PowerPoint, Excel, and Publisher programs.
- I have used a PC and Windows-based software, especially, Microsoft Word, PowerPoint, Excel, and Publisher extensively as a part of my daily duties. I have more than five (5) years of work related use with the listed programs or I have received Microsoft Office Suite training and three (3) years of Microsoft Office and Publisher experience.

APPLICANT IDENTIFICATION NUMBER: _____

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Provide a brief description of your experience utilizing this ability, including title of your position and agency.

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

4. Ability to maintain confidentiality and security of documents and information.

A. Experience:

- I have not had an opportunity to display this ability. It is not a normal part of my responsibilities.
- I have used this ability as part of my duties in an administrative capacity or within a legal environment.
- I have been required to comply with confidentiality standards on a daily basis in a legal environment where I was responsible for maintaining confidential records and compliance with organizational confidentiality requirements.
- I have used this ability extensively as a part of my daily duties. I have received ethical training related to confidentiality or have undergone HIPPA training. I have had the main responsibility of securing documents and information under organizational, local, and federal confidentiality standards for five (5) years or more in a judicial environment.

Provide a brief description of your experience utilizing this skill, including title of your position and agency.

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

APPLICANT IDENTIFICATION NUMBER: _____

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5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from 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 used this ability some and in a general setting.
- I have used this ability on a daily basis in a legal environment, but this was not a part of my daily duties.
- I have used this ability extensively as a part of my daily duties in a judicial environment for over five (5) years.

Provide a brief description of your experience utilizing this knowledge, including title of your position and agency.

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

APPLICANT IDENTIFICATION NUMBER: _____

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