



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 03-12-020	OPENING DATE: 03-16-12	CLOSING DATE: 04-02-12	OPEN TO ALL APPLICANTS
POSITION: Special Assistant to the Chief Deputy Clerk of the DC Court of Appeals JS-11	TYPE OF APPOINTMENT: Career Service		SALARY RANGE: \$62,467 - \$81,204 DC Courts non-judicial employees receive federal retirement and benefits.
Office of the Clerk of the DC Court of Appeals	LOCATION: 430 E Street, NW	TOUR OF DUTY: 8:00 AM - 4:30 PM	

Promotion Potential to JS-12

BRIEF DESCRIPTION OF DUTIES: Incumbent provides assistance to the Chief Deputy Clerk on projects and to the Clerk of the Court and other clerk's office personnel as required. Receives correspondence from pro se litigants and inmates and prepares response letters; maintains correspondence file. Prepares monthly report on en banc matters and expedites cases awaiting opinion and an update of argued and undecided cases. Prepares and finalizes sua sponte orders after argument, and advises judges and/or assists in preparation of unusual post-argument orders. Prepares and circulates vote sheets to judges on all rehearing petitions, except disciplinary cases. Maintains all files and a spread sheet to monitor petitions and to keep track of case activity. Prepares all orders pertaining to rehearing petitions. Provides assistance will calendar and opinion matters in the absence of the calendar or opinion clerk. Makes entries on the court's case management system, which contains information pertaining to all appeal cases. Drafts and scans orders and forwards them to the parties involved in appeals. Prepares rate sheets for the judges in cases argued or submitted before the court. Provides courteous and responsive telephone and in-person assistance, and provides information or refers to appropriate staff members.

MINIMUM QUALIFICATIONS: A high school diploma, plus seven (7) years of general secretarial or clerical experience in a high-level office setting. 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 or college transcript or degree) **must be submitted with your application or your application will not be considered.** Additionally, please submit your most recent performance evaluation, if available.

SUPPLEMENTAL RANKING FACTORS: Complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF) for the following ranking factors. Describe experience, education or training which indicates your level of qualification for each factor. ***Failure to attach the SAF and respond to each one of the ranking factors will disqualify you from further consideration.***

1. Ability to type, proof and prepare memoranda, reports and other documents, using correct formatting, and the ability to insert graphs, columns and charts as necessary.
2. Ability to coordinate work of clerical staff to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Experience in the use of a personal computer and Microsoft Outlook, Word, PowerPoint, and Excel software.
4. Ability to provide effective customer service, by responding professionally and courteously to telephone as well as personal inquiries from Court management and staff, the judiciary, officials, and the public.

SELECTION PROCESS: Candidates meeting the minimum qualifications will be tested on Keyboarding (30 WPM after errors), Language Arts (grammar, spelling, and punctuation, abbreviations, capitalization, possessives, and 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

Special Assistant to the Chief Deputy Clerk

The following four Ranking Factors will be used to rate your qualifications for Special Assistant to the Chief Deputy Clerk of the DC Court of Appeals. For each of the four factors, check a *single* 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.*

I. Ability to type, proof and prepare memoranda, reports and other documents, using correct formatting and the ability to insert graphs, columns and charts as necessary.

A. Experience:

- I have not had an opportunity to display this ability in a position as described in the choices below.
- I have used this ability in a fulltime capacity as an administrative assistant, secretary, etc. in a general office setting. I was responsible for drafting general memorandums and documents, and proofreading in accordance to specific guidelines.
- I have used this ability in a fulltime capacity as an administrative assistant, secretary, etc. in a government agency serving senior officials (e.g. Directors, Deputy Directors, Executive Officers, etc.) where I was responsible for drafting confidential memorandums and other documents, making final reviews of all correspondences originating in the office for proper formatting, grammatical accuracy, conformance with published directives, and proper concurrence and clearance.
- I have used this ability in a fulltime capacity as an administrative assistant, secretary, etc. in a court or legal setting serving executive officials or senior staff. I was responsible for drafting confidential memorandums and other documents, making final reviews of all correspondences originating in the office for proper formatting, grammatical accuracy, conformance with published directives, and proper concurrence and clearance.

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:

APPLICANT IDENTIFICATION NUMBER: _____

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

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

A. Experience:

- I have not had an opportunity to display this ability in a position as described in the choices below.
- I have coordinated work in a timely manner to meet deadlines and complete tasks while employed in a fulltime position as an administrative assistant, secretary, etc. in a general office setting.
- I have coordinated work in a timely manner to meet deadlines and complete tasks as in a fulltime position as an administrative assistant, secretary, etc. in a government setting serving senior officials (e.g. Directors, Deputy Directors, Executive Officers, etc.).
- I have coordinated work in a timely manner to meet deadlines and complete tasks in a fulltime position as an administrative assistant, secretary, etc. in a court or legal setting serving executive officials or senior staff.

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:

APPLICANT IDENTIFICATION NUMBER: _____

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

3. Experience in the use of a personal computer and Microsoft Outlook, Word, PowerPoint, and Excel software.

A. Experience:

- I have not had an opportunity to display this ability in a position as described in the choices below.
- I have a functional level of knowledge regarding the use of a personal computer (PC). While employed as an administrative assistant, secretary, etc. in a general office setting, I used the PC to draft memorandums, reports and other documents.
- I have a high level of expertise in the use of a personal computer (PC). While employed as an administrative assistant, secretary, etc. in a government setting serving senior officials, I used the PC to draft memorandums, reports and other documents.
- I have a high level of expertise in the use of a personal computer (PC). While employed as an administrative assistant, secretary, etc. in a court or legal setting serving executive officials or senior staff, I used the PC to draft memorandums, reports and other documents.

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:

APPLICANT IDENTIFICATION NUMBER: _____

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

4. Ability to provide effective customer service, by responding professionally and courteously to telephone as well as personal inquiries from Court management and staff, the judiciary, officials, and the public.

A. Experience:

- I have not had an opportunity to display this ability in a position as described in the choices below.

- I have had an opportunity to display this ability while employed as an administrative assistant, secretary, etc. in a general office setting.

- I have had an opportunity to display this ability while employed as an executive administrative assistant, senior secretary, etc. in a government setting serving senior officials.

- I have had an opportunity to display this ability while employed as an administrative assistant, secretary, etc. in a court or legal setting serving executive officials or senior staff.

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:

APPLICANT IDENTIFICATION NUMBER: _____

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