



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 05-12-037	OPENING DATE: 5-29-12	CLOSING DATE: 6-19-12	OPEN TO ALL APPLICANTS
POSITION: ADR Program Specialist JS-945-10	TYPE OF APPOINTMENT: Career Service		SALARY: \$56,857 – \$73,917 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Multi-Door Dispute Resolution	LOCATION: 410 E St. NW, Superior Court Building C		TOUR OF DUTY: Full-time

BRIEF DESCRIPTION OF DUTIES: Incumbent will provide programmatic and technical support to the various branches in the division. Collaborates with program management to determine needs of existing database systems and liaises with IT division to assure program needs are met. Drafts revisions, updates, and other pertinent documents for division publication and management review including but not limited to narrative reports for ADR Training Manager. Provides instruction on data access and technical assistance in the use of systems. Acts as a liaison between the Division Director, staff and IT, finding solutions that meet Division needs. Manages internet and intranet content and works with program officers to ensure internet protocols are met and pertinent information is communicated accurately and clearly. Maintains mediator policy handbook for up-to-date information and communicates all changes to programs and mediators. Coordinates the implementation of special projects. Prepares and arranges the delivery of initial and ongoing mediator training programs. Responds to inquiries about mediator recruitment, screening and selection, training, and mentorship.

MINIMUM QUALIFICATIONS: A bachelor’s degree in the social sciences, humanities, or business, plus two (2) years of administrative experience working with public and/or non-profit organization. Equivalent combination of relevant education and experience may be substituted. Strong interpersonal and communication skills are essential. **Documentation of education** (copy of your college transcript or degree) **must be submitted with your application or your application will not be considered.** Please submit your most recent performance evaluation, if available.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate candidates’ qualifications for this position. Please describe all relevant experience, education, and training in support of each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration. Your responses must be submitted at the time of your application submittal.**

1. Ability to coordinate multiple projects and meet time frames in a collaborative, creative and performance-oriented environment.
2. Ability to work independently and organize assignments with thoroughness and attention to detail.
3. Knowledge of mediation theory and practice, and the use of mediation in the context of the court system.
4. Ability to communicate clearly, both orally and in writing, with a wide variety of audiences. (Please submit a writing sample of 2-3 pages with your application.)
5. Knowledge and experience with databases that track and monitor program activities and effectiveness.

SELECTION PROCESS: After review of applications and ranking factor responses, a panel interview may be required of the 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; FAX to (202)879-4212
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.
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.