



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 02-12-014	OPENING DATE: March 28, 2012	CLOSING DATE: April 18, 2012	OPEN TO ALL APPLICANTS
POSITION: Supervisory Auditor JS-0511-13	TYPE OF APPOINTMENT: Career Service		Salary Range: \$89,033- \$115,742 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Probate	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent has responsibility for supervising one of two teams of professional auditors performing a full range of assignments involving diverse and complex financial and legal matters. Reviews and supervises completed accounts audited and fee petitions examined by audit team for submission to the Register of Wills for Court consideration. Confers with Branch Manager, audit team, fiduciaries, and counsel on complex and unusual issues regarding the preparation of inventories, accounts and fee petitions and irregularities in accounts under the audit. Completes reports documenting performance of audit team for submission to the Branch Manager, identifying growth areas with recommendations on training opportunities. Reviews transmittal documents, requirement letters issued, and auditing documentation used by the audit team to determine accuracy, acceptable quality and compliance with Court rules and other requirements. Prepares Duty Auditor roster and assures the equal distribution of accounts and fee petitions in accordance with standard operating procedures of the Branch.

MINIMUM QUALIFICATIONS: A bachelor's degree in Accounting or a related field which included a minimum of 24 credits in accounting, plus 3 years of experience, or 7 years of experience of which 4 years must be in auditing/accounting in a court setting. **Documentation of Education** (copy of HS diploma, G.E.D. certificate, CPA certificate, if applicable, or 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. 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 complete and submit the SAF with your application will disqualify you from further consideration.**

1. Knowledge of accounting (Generally Accepted Accounting Principles- GAAP) and auditing (Generally Accepted Government Auditing Standards- GAGAS and Generally Accepted Auditing Standards- GAAS), principles, practices, procedures, controls and concepts.
2. Ability to collect, analyze, interpret and assess procedures to improve organizational effectiveness and efficiency.
3. Ability to communicate effectively, orally and in writing, so as to be able to present ideas clearly and communicate with colleagues, members of the Bar, judicial officers and staff and the general public.
4. Ability to supervise a professional audit staff.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview and/or transcripts of college course work 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; 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.

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

Supervisory Auditor: Probate Division

The following four Ranking Factors will be used to rate your qualifications for the Supervisory Auditor position. For each of the four factors, check the statement below 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 description of experience, please attach additional sheets of paper.*

- 1. **Knowledge of accounting (Generally Accepted Accounting Principles – GAAP) and auditing (Generally Accepted Government Auditing Standards- GAGAS and Generally Accepted Auditing Standards- GAAS), principles, practices, procedures, controls and concepts.**

A. Experience:

- I have not used this knowledge in a full time position.
- I have used some of this knowledge as part of a team/unit.
- I have used this knowledge moderately in a full time position, with monitoring by a supervisor when necessary.
- I have a high level of knowledge and extensive expertise in utilizing this knowledge. I use this ability more than 50 percent of the time while on duty in a court setting. Because of my level of ability, my peers consult with me on a regular basis.

Provide a brief description of your experience utilizing this knowledge in each of the areas listed above, 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.

