



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 04-09-039	OPENING DATE: 04-30-09	CLOSING DATE: 05-21-09	OPEN TO ALL APPLICANTS
POSITION: Administrative Assistant, Director's Office JS-318-09	TYPE OF APPOINTMENT: Career Service		Salary Range: \$50,408 - \$65,531 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Capital Projects & Facilities Management	LOCATION: 616 H St. N.W., 6 th Floor	TOUR OF DUTY: 8:30 - 5:00	

PROMOTION POTENTIAL TO JS-10

BRIEF DESCRIPTION OF DUTIES: Provides secretarial support to the Director of the Capital Projects and Facilities Management Division. Operates personal computer to type correspondence and/or reports, to enter or retrieve data and/or to prepare reports or other court documents; composes correspondence and reviews outgoing documents for appropriate format, grammatical and spelling accuracy, and conformance with division directives; answers telephone and walk-in inquiries and provides assistance regarding procedures or scheduling inquiries from court staff, judicial officers, attorneys, other governmental agencies, and/or the public; receives, sorts, distributes and/or files incoming documents including correspondence, court documents or reports. Assists operations in other offices 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; entering data into Pegasys Financial system and monitoring branch requests for supplies and equipment. Maintains requisition files and monitors receipt of items requested in requisitions; distributes bi-weekly and monthly statistical reports to judges and staff; and maintains confidentiality and security of documents and information.

MINIMUM QUALIFICATIONS: Five (5) years of general secretarial or clerical experience. 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. If education is substituted for experience, proof of education must be submitted with application. 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. Describe experience, education or training which indicates your level of qualification for each factor. **Failure to respond to the ranking factors may disqualify you from further consideration.**

1. Ability to type, proof and prepare memoranda, reports and other documents, using correct citations and formatting as necessary.
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.
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, and number usage) and Records Management (alphabetic and numeric filing).

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.