



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 04-09-052	OPENING DATE: 04-30-09	CLOSING DATE: 05-21-09	OPEN TO ALL APPLICANTS
POSITION: Advocate Case Monitor JS-945-09 (2 Positions)	TYPE OF APPOINTMENT: Career Service	SALARY: \$50,408 - \$65,531 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Family Court Operations	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for assisting the Mental Retardation Volunteer Advocate Coordinator in administrative functions related to volunteer advocates and the daily operations of the D.C. Mental Retardation Volunteer Advocates Program. Monitors volunteer advocates appointed by the Court for developmentally disabled respondents and their overall case activity. Acts as a liaison between the Volunteer Advocates and the Volunteer Advocate Coordinator of the Mental Health/Mental Retardation Branch and makes recommendations and referrals. Incumbent assists the Volunteer Advocate Coordinator with networking and/or communicating with appropriate agencies, groups, media, or interested individuals to ensure adequate recruitment goals are met. Assists in the training for all assigned volunteer advocates and is responsible for collecting, copying, collating and distributing training material. Responds to public correspondence and other inquiries pertaining to volunteer program. Assists in the production of publications for the Volunteer Advocate Program. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Five (5) years of general administrative or clerical experience, including at least two (2) years of experience with volunteer, advocacy or related programs. Equivalent levels of relevant education may be substituted on a year to year basis. If education is substituted, proof of education must be submitted with the 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. All applicants **MUST** respond to each ranking factor on a separate sheet of paper. Describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Working knowledge of legal guidelines and procedures related to mental retardation advocacy.
2. Ability to develop and implement training materials.
3. Ability to use computer software programs for case tracking and statistical reporting.
4. Written and oral communication abilities for program development and advocacy.

SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of the highest qualified candidates. Selecting officials 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;

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.

