DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENTS

ANNOUNCEMENT NUMBER: 04-09-040	OPENING DATE: 04-24-09	CLOSING DATE: 05-15-09	OPEN TO ALL APPLICANTS
POSITION: **Assistant to the Chief Capital Projects Manager**, Building Operations Branch, JS-9	TYPE OF APPOINTMENT: Career Service		Salary Range: $50,408 - $65,531 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Capital Projects and Facilities Management	LOCATION: 616 H Street NW		TOUR OF DUTY: Full Time

BRIEF DESCRIPTION OF DUTIES: Incumbent carries out a variety of substantive administrative assignments that contribute to the effective and efficient management of the Capital Projects and Facilities Management Division (CPFMD), the mission of the Court and the Court's Strategic Plan. Assists all CPFMD project managers with the administration of the phases of their projects: initiation, planning, execution, monitoring and control, and close out. Establishes and maintains confidential files of all sensitive materials. Receives and reviews all incoming correspondence. Screens all calls ands visitors, evaluating requests for information to determine appropriate referral or, if matter can be handled independently, researches, compiles, organizes and prepares a variety of administrative and program matters. Assists in preparation and appropriate procurement documentation for needed services, equipment and supplies. Maintains tracking systems to ensure commitments and deadlines are met.

MINIMUM QUALIFICATIONS: Five (5) years of general administrative or clerical experience, including at least two (2) years working in a facilities management environment. 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 candidates' qualifications for the position. All applicants must respond to each ranking factor on separate sheets of paper. Describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration**.

1. Skill in planning, scheduling and coordinating project administrative activities, meeting deadlines, checking work in progress, and making day-to-day adjustments.
2. Ability to communicate effectively, orally and in writing, with others in the organization, and with contractors, customer representatives, and the general public.
3. Ability to read and understand architectural blueprints.
4. Ability to use a personal computer and standard software such as Excel and Word.

SELECTION PROCESS: After a review of applications and ranking factors, structured oral interviews, a writing sample or further screening may be required of 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; 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.