



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:04-09-034	OPENING DATE: 04-17-09	CLOSING DATE: 05-15-09	OPEN TO ALL APPLICANTS
POSITION: Auditor JS-9	TYPE OF APPOINTMENT: Career Service		SALARY: \$50,408 - \$65,531 DC Courts non-judicial employees receive federal retirement and benefits
DIVISION: Executive Office	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

### PROMOTION POTENTIAL TO JS-12

**BRIEF DESCRIPTION OF DUTIES:** This position is located in Executive Office and is responsible for all internal auditing activities of the District of Columbia Courts, and the audit responsibilities of the Joint Committee. Incumbent is responsible for performing the full range of tasks associated with auditing and evaluating the D.C. Courts' operations and programs. Performs internal audits by following steps outlined in pre-established audit plan/program, including random selection of records to be examined, physically witnessing the operations and procedures of an office, and interviewing pertinent employees, supervisors and division directors. Reviews laws, rules and regulations pertaining to audits; collects, analyzes, and summarizes evidence in support of audit conclusions; prepares working papers, schedules and reports to document audit results; and identifies controls over operations, recognizing weaknesses in controls. Assists external auditors contracted to evaluate Court operations or programs. Provides assistance to court executives and management on programs, operations, policies and procedures related to internal controls, economy and efficiency, and compliance with laws and regulations. Conducts studies, reviews, or other audit related work as assigned by the Chief Auditor.

**MINIMUM QUALIFICATIONS:** A degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting, plus one (1) year of experience performing federal audits.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please 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. Basic knowledge of GAAP, GAGAS and GAAS principles, practices, procedures, controls and concepts.**
- 2. Basic knowledge of and ability to use analytical and evaluative methods and techniques in order to assess programs and functions, analyze problems, recommend solutions, and improve organizational effectiveness and efficiency.**
- 3. Basic knowledge of management and organizational principles and practices, including automated financial system applications needed to gather relevant information, in order to properly evaluate operations, and assess compliance with federal statutes and regulations.**
- 4. Ability to communicate effectively, orally and in writing, in order to convey ideas and concepts, explain rationale, and present ideas, concepts and recommendations in a clear and concise manner.**

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews or further screening may be required of 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.

Email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov)

For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://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.