



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-09-033	OPENING DATE: 04-17-09	CLOSING DATE: 05-15-09	OPEN TO ALL APPLICANTS
POSITION: Chief Auditor JS-0511-13	TYPE OF APPOINTMENT: Career Service		SALARY: \$86,927 - \$113,007 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-14

BRIEF DESCRIPTION OF DUTIES: This position is located in the 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 planning, executing and supervising internal audit and investigative activities covering the full range of D.C. Courts operations and programs. Develops audit plans and programs, makes assignments to auditors, supervises preparation of working papers, schedules and reports related to audit assignments, and evaluates work performed. Administers standard audit procedures to ensure uniformity in audit execution. Provides advice and guidance to audit staff on solutions to problems arising during audits, develops new policies or changes to existing policies and procedures, and encourages compliance with audit recommendations. Oversees external auditors contracted to evaluate D.C. Courts' operations or programs. Provides expert assistance and advice to DC Courts executives and management on programs, operations, policies and procedures regarding internal controls, economy and efficiency, and compliance with laws and regulations. Conducts special studies, reviews, or other audit related work as requested by executives and management.

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 five (5) years of experience performing audits at the federal level, and two (2) years of experience supervising 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. Knowledge of and experience in applying GAAP , GAGAS and GAAS principles, practices, procedures, controls and concepts.**
- 2. Knowledge of and demonstrated ability to use analytical and evaluative methods and techniques to assess programs and functions, analyze problems, recommend solutions, and improve organizational effectiveness and efficiency.**
- 3. 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.**
- 5. Ability to select, train, supervise and manage staff in the performance of audit functions.**

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

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.

