



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-09-050	OPENING DATE: 04/21/09	CLOSING DATE: 05/12/09	OPEN TO ALL APPLICANTS
POSITIONS: Courtroom Clerk JS 945-07	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: Courtroom Clerk: \$41,210 - \$53,574 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Court wide	LOCATION: 500 Indiana Ave., NW	Tour of Duty: Full-time	

### Courtroom Clerk has promotional potential to grade JS-9.

This announcement will create a roster for all Superior Court Courtroom Clerk Positions

**BRIEF DESCRIPTION OF DUTIES:** The Courtroom Clerk assembles all cases to be heard by the court prior to the judge taking the bench. Records court proceedings and decisions on official court documents. Administers oaths to witnesses and impanels juries. Prepares judicial summonses, bench warrants, arrest warrants and other legal documents as directed by a judge. Identifies and accounts for exhibits. Advises defendants of rights and penalties for violation of conditions of release. Manages the courtroom, and performs administrative support as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in criminal justice, public or business administration, liberal arts, or a related degree; or three years of relevant experience utilizing written and oral communication skills. Experience working on a personal computer in a Windows environment required. Some familiarity with the criminal justice system, judicial branch or legal terminology preferred. For education credit, submit a copy of your transcript/diploma.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate additional qualifications for the position, above the minimum qualifications required. You must respond to the ranking factors on a separate sheet(s) of paper. 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. Ability to communicate effectively, orally and in writing, in order to interact effectively with the judicial, legal and social services communities, as well as with court staff and the public.
2. Ability to read and interpret written documents.
3. Ability to apply procedural guidelines using independent judgment.

**SELECTION PROCESS:** Testing will be required of qualified candidates in keyboarding (40 WPM corrected for errors), language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). An interview 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 final selections.

#### 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, DC

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

For a court application, call (202) 879-0496, Fax (202) 879-4212 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.