



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 11-08-157	OPENING DATE: 11/24/08	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITIONS: Deputy Clerk JS 945-06	TYPE OF APPOINTMENT: Career Service		SALARY RANGE: Deputy Clerk: \$35,392 - \$46,011 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Courtwide	LOCATION: 500 Indiana Ave., NW	Tour of Duty: Full-time	

Deputy Clerk has promotional potential to grade JS-8.

This announcement will create a **roster** for all Superior Court Deputy Clerk vacancies.

BRIEF DESCRIPTION OF DUTIES: The Deputy Clerk works in operational divisions of the District of Columbia Courts providing secure administrative and clerical support as assigned, and providing effective customer-service to the public, judicial officers, attorneys or staff. Duties include some or all of the following:

- Assist general public, attorneys, judicial officers or staff;
- Review and process documents or orders;
- Complete forms;
- Provide or receive information;
- Enter or retrieve data using automated databases or manual logs;
- Schedule calendars, appointments, juries or services;
- Collect or compile statistical data;
- Administer oaths or affirmations;
- Type correspondence, reports or other documents;
- File jackets or case documents.

MINIMUM QUALIFICATIONS: High-school diploma or GED, plus two (2) years of clerical or administrative experience. Further education or relevant training may substitute for experience. Please submit a copy of your most recent performance evaluation with your application. For education credit, submit a copy of your transcript or diploma. Bilingual candidates are encouraged to apply.

SELECTION PROCESS: Testing will be required of qualified candidates in keyboarding, language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). An interview will 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:

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
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.