



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 04-09-070	OPENING DATE: 04-30-09	CLOSING DATE: 05-28-09	OPEN TO ALL APPLICANTS
POSITION: Electronic Monitoring Technician JS-303-7	TYPE OF APPOINTMENT: Career Service		SALARY: \$41,210 - \$53,574 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Social Services	LOCATION: Varies	TOUR OF DUTY: Full-time	

Applicants who responded previously are still under consideration and need not reapply.

BRIEF DESCRIPTION OF DUTIES: The incumbent installs and removes electronic monitoring equipment in the probation office and in the homes of juvenile offenders. Provides troubleshooting support, monitors equipment malfunctions and makes technical adjustments to the electronic devices, as needed. Monitors compliance and reports curfew violations to the supervising probation officer. Maintains records and documentation of all monitoring related activities. Orientates clients regarding the use of equipment. Maintains inventory records, and orders and returns equipment, as needed. Performs general maintenance, cleans, services and maintains monitoring equipment. Operates program vehicles in the performance of monitoring duties, for the transportation of youth and delinquency prevention monitoring. Performs community outreach.

MINIMUM QUALIFICATIONS: A high school diploma or GED and three (3) years of general office experience, preferably in a court, social services agency or other relevant setting. This position additionally requires the possession and maintenance of a valid motor vehicle operator's permit and the ability to obtain a District of Columbia Government Vehicle License. **Please submit copies of your Motor Vehicle Operator's Permit and your most recent performance evaluation with your application.** This position may require flexible work hours, including evenings, weekends and/or on-call schedules.

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 specifically to each of the ranking factors will disqualify you from further consideration.

1. Ability to use a personal computer and computer software in order to extract information, fill out forms, produce simple reports, and compile inventory lists and statistical information.
2. Ability to communicate effectively in writing and orally with probation officers, court staff, juveniles and their families, community agencies and equipment vendors.
3. Ability to maintain documentation based on case management procedures.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview may be required of the highest qualified candidates. A computer skills test may also be required. 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;
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;

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.