



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 12-08-168	OPENING DATE: 01-08-09	CLOSING DATE: 01-23-09	OPEN TO ALL CANDIDATES
POSITION: Mail Clerk JS-305-05	TYPE OF APPOINTMENT: Career Service	SALARY AND BENEFITS: \$31,751 - \$41,271 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: DC Court of Appeals	LOCATION: 500 Indiana Ave. NW	TOUR OF DUTY: Full-time	

Promotion Potential to JS-06

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for the daily pick-up, opening, sorting and routing of all mail in the District of Columbia Court of Appeals. Responsible for daily monitoring of the various copy rooms of the Court of Appeals throughout the Moultrie Courthouse, including ensure all copying machines are operational, and a sufficient supply of copy paper is available. Additional duties include but are not limited to, setting up courtrooms for oral arguments, assisting with Bar Admissions ceremonies and assisting staff in the designated Court of Appeal file rooms. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: A high school diploma or General Equivalence Diploma (G.E.D.) and at least one (1) year of clerical experience. Must be able to lift up to 50 pounds, and be able to endure prolonged standing and walking. Please submit copies of your high school diploma or G.E.D. certificate, and your most recent performance evaluation (if available) with your application.

SELECTION PROCESS: All candidates who meet the minimum qualifications will be tested on Postal Management Skills (alphabetic and numeric filing). A structured oral interview and/or further screening may be required of the highest qualified candidates. You will need to successfully complete a background security investigation before you can be appointed to this position.

Submit Court Application:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001, Fax (202) 879-4212
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets, Sixth Floor)
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.