



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-08-155	OPENING DATE: 01-14-09	CLOSING DATE: 02-04-09	OPEN TO ALL APPLICANTS
POSITION: Paralegal JS-10	TYPE OF APPOINTMENT: Career Service		SALARY: \$55,512 - \$72,164 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Family Court	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

### PROMOTION POTENTIAL TO JS-11

**BRIEF DESCRIPTION OF DUTIES:** The incumbent provides paralegal and administrative support to the Attorney Advisor to the Family Court. Duties include: performing ASFA compliance reviews, preparing draft compliance reports, gathering and organizing statistical information generated as a result of the Attorney Advisors' ASFA case reviews in spreadsheet and other forms, reviewing and evaluating data entered into the Court's case management system for accuracy, completeness and statutory compliance, performing legal research, and reporting back to the Attorney Advisors. Prepares monthly and quarterly reports. Organizes and maintains records related to special projects and resource information. Assists in the design and presentation of training programs for judicial and non-judicial staff. Performs staff training on legal requirements of data entered into case management system. Performs monthly, quarterly and yearly analysis and calculation of cases out of compliance and reasons for non-compliance. Performs other duties as necessary for the accomplishment of the mission of the Family Court.

**MINIMUM QUALIFICATIONS:** A bachelor's degree and a paralegal certificate, plus two (2) years of administrative experience in a court, social services agency or legal environment dealing with family matters. Equivalent combinations of relevant education may be substituted for general experience on a year-to-year basis. A minimum of two (2) years of significant experience in a legal environment may substitute for a paralegal certificate. **If education is substituted for experience, proof of degree and paralegal certificate must be submitted with application.** Please submit a copy of your most recent performance evaluation, if available, with your application.

**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. Ability to complete multiple and complex tasks competently, accurately, efficiently and within deadlines with a minimal amount of supervision.
2. Ability to communicate effectively, orally and in writing, with a wide variety of persons including Judges and other court staff, attorneys, and staff of other agencies and organizations serving children and their families.
3. Ability to perform simple legal research and to coordinate, organize and present results clearly.
4. Ability to use a personal computer and Windows based computer program systems to generate statistical and other reports.

**SELECTION PROCESS:** After a review of applications and ranking factors, a structured oral interview, writing sample or other assessment method may be required of highest qualified candidates. 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; FAX to (202)879-4212  
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th St., NW between H & F Streets), 6<sup>th</sup> Floor, Washington, DC  
For a court application, call (202) 879-0496 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.