



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-09-035	OPENING DATE: 04-20-09	CLOSING DATE: 05-18-09	OPEN TO ALL APPLICANTS
POSITION: Security Operations Chief JS-15	TYPE OF APPOINTMENT: Career Service	SALARY: \$120,830 - \$153,200 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Executive Office	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Executive Office of the District of Columbia Courts, which are comprised of the District of Columbia Court of Appeals, the Superior Court, and the Court System. The D.C. Courts have over 1,100 employees and occupy four buildings in Judiciary Square, as well as leased space in all four quadrants of the city. The incumbent serves as the security operations advisor to the Executive Officer and the Chief Judges of the two courts. Directs all work required for physical security, security program planning, development and operations, custody of the courthouse, and the personal security of the judges and staff. Implements building security and security protection measures directed by the Chief Judges and the Executive Officer, in consultation with the U.S. Marshals Service. Develops security and operational policies and plans, and establishes operating guidelines and procedures. Provides recommendations on security equipment and infrastructure enhancements. Develops the Courts' Continuity of Operations Plan to ensure continued functioning in the event of disaster. Coordinates security awareness training for judicial officers and Court staff. Screens intelligence and threat information related to security matters. Serves as the Courts' Contracting Officer Technical Representative to the security officer contract. Serves as the Courts' security liaison with the U.S. Marshals Service personnel and security officer contractor staff. Staffs the Courts' Security Committee.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in the social sciences, plus six (6) years of general experience in security or law enforcement, including two (2) years as a supervisor. Equivalent levels of education or general experience may be substituted. 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. Knowledge of, and experience applying, principles of court security including threat assessment, physical security, personal security, emergency preparedness and continuity of operations plans.**
- 2. Ability to evaluate and analyze effectiveness of security operations, and to initiate improvements.**
- 3. Ability to meet immediate and long-term security goals, based on personal expertise and judgment in analyzing, evaluating, and making recommendations in novel as well as ordinary situations.**
- 4. Ability to communicate effectively, orally and in writing, in order to present ideas, rationale, and recommendations in a clear and concise manner, and to serve as the Courts' spokesperson in all security-related matters.**
- 5. Ability to develop and implement security awareness programs, and to ensure compliance by Court personnel.**

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official 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 Street, NW between H & F Streets), Sixth Floor, Washington, D.C.

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

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.