



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 02-09-023	OPENING DATE: 3/12/09	CLOSING DATE: Open Until Filled: First Screening, 4/2/09	OPEN TO ALL APPLICANTS
POSITION: Senior Accountant JS-510-11/12	TYPE OF APPOINTMENT: Career Service		SALARY: \$60,989- \$95,026 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Budget and Finance	LOCATION: 616 H Street, N.W.	TOUR OF DUTY: Full-time	

**Promotion Potential to JS-12**

**Applicants who previously applied are still under consideration and need not re-apply**

**BRIEF DESCRIPTION OF DUTIES:** This position is responsible for planning, developing and implementing administrative and technical functions involved in the disbursement of funds for travel and training, as well as for the critical functions related to disbursements under the Crime Victims Compensation fund. Responsible for establishing travel and training commitments and obligations in the Courts' financial system, as well as providing monthly and quarterly reports generated from the Courts' automated tracking system. Incumbent initiates the travel and training vouchers, as well as for claims for payment under the Crime Victims Compensation Program. In addition, the incumbent will serve as the liaison between the D.C. Courts, U.S. Attorney's office, U.S. Marshal Service, and the Public Defender Service as it relates to travel matters.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in accounting, finance, business administration or a related degree, plus three (3) years of relevant experience. **Note:** Must have experience in coordinating large scale and multiple conference and travel and training related activities for Judicial and senior level staff. Equivalent levels of education or experience may be substituted. Please submit a copy of your most recent performance evaluation 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 specifically to each of the ranking factors will disqualify you from further consideration.

1. Knowledge of and experience with making travel reservations and obtaining financial information as it relates to travel and training activities in a government environment.
2. Ability and experience in communicating with judicial and/or executive level officials as it relates to making travel reservations or establishing training needs.
3. Experience with Commercial Off-the-Shelf Systems (COTS) as it relates to generating payments and reports.
4. Effective oral and written communication skills.

**SELECTION PROCESS:** After review of applications and ranking factor responses, a structured oral interview and/or transcripts of college course work may be required of the highest qualified candidates.

**Submit DC Courts Application and Ranking Factors Responses to:**

Mail to DC Courts, Human Resources Division, 500 Indiana Ave. NW, Washington, DC 20001.  
Hand-deliver to DC Courts, HR Division, Gallery Place (7<sup>th</sup> Street, NW between H&F Streets), Sixth Floor,  
Washington, DC: Fax to (202)879-42412

Applications available on-line at [www.dccourts.gov](http://www.dccourts.gov) or call (202) 879-0496.

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.