

District of Columbia Courts



Executive Officer, District of Columbia Courts Recruitment Brochure

The District of Columbia Courts in Washington, DC is recruiting nationally for an innovative and dynamic Executive Officer who is a proven, results-driven leader who will lead the Courts in accomplishing its mission and achieving its strategic goals and objectives.

“Open to All, Trusted by All and Justice for All”



Vision

First created in 2003, the District of Columbia Courts' vision statement has been adopted in whole or in part by several courts around the country. Simple and compelling, our vision describes the organization we aspire to be:

“Open to All, Trusted by All, Justice for All”

Mission

The mission statement of the District of Columbia Courts describes our purpose as an organization. One of three co-equal branches of the government of the District of Columbia, the Courts are entrusted with the essential role of preserving the rule of law while protecting civil rights and liberties and public safety. The D.C. Courts strive to perform our mission effectively and efficiently while remaining accessible, innovative, and responsive to the needs of the community we serve:

“To protect rights and liberties, uphold and interpret the law, and resolve disputes fairly and effectively in the District of Columbia.”

Values

Our values encapsulate core principles that guide the expected behavior and conduct for all those who work for the D.C. Courts. It is the personal responsibility of each of us to carry out our duties, and to interact with colleagues, all court participants, and members of the public, in accordance with the Courts' values at all times. Collectively, the values articulate a court culture that exemplifies the highest standards of professionalism, service, and performance:

- ❖ **Accountability**: We take responsibility for our conduct and are answerable for our performance.
- ❖ **Excellence**: We provide the highest quality of service in everything we do.
- ❖ **Fairness**: We are impartial in our actions, decisions, and treatment of others.
- ❖ **Integrity**: We demonstrate the highest standards of ethical behavior.
- ❖ **Respect**: We treat everyone with dignity, courtesy, and understanding.
- ❖ **Transparency**: We are open in our processes and communicate our actions and decisions clearly.

Strategic Plan

The District of Columbia Courts' 2023 – 2027 Strategic Plan defines how the Courts will operate to achieve our mission and vision consistent with our organizational values and to ensure that the public has trust and confidence in our system of justice. The Plan contains six strategic goals:



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| Goal I | Access to Justice for All |
| Goal II. | Public Trust and Confidence |
| Goal III. | A Great Place to Work |
| Goal IV. | Effective Court Management and Administration |
| Goal V. | Fair and Timely Case Resolution |
| Goal VI. | Racial Equity and Cultural Competence |

The Community

Washington, DC formally the District of Columbia and commonly referred to as DC is the capital of the United States, officially founded in 1791 and named after George Washington, the first president of the United States and Christopher Columbus. Washington, DC was established specifically to be the seat of government. Washington, DC is one of the most visited cities in the world and has more than 20 million tourists annually.

Maryland and Virginia are bordering states, and the major rivers are Potomac and Anacostia. Approximately 19.4 percent of the city is made of parks. There are 8 Wards which are geographical regions that are used to elect members of the DC City Council. Although DC residents pay taxes to the federal government, they do not have a voting representative in Congress.

In 2021, the median household income was \$93,547. This number has increased over the years due to gentrification in neighborhoods.

Home to approximately 671,803 residents, Washington, DC has more than 175 embassies and international cultural centers. More than 15% of the residents speak a language other than English. There are vibrant neighborhoods filled with charm and character; monuments, museums, and memorials; breathtaking views and hundreds of free things to do.

There are major league sports teams, popular college sport teams, professional sports teams, and other individual sports. The Washington Commanders, Washington Nationals, Washington Capitals, Washington Wizards, Washington Mystics, and DC United share the spotlight with other sports teams.





DC Courts

The District of Columbia Courts are comprised of the District of Columbia Court of Appeals, the Superior Court of the District of Columbia and the Court System. The Executive Officer serves at the pleasure of the Chief Judges and the Joint Committee on Judicial Administration of the District of Columbia Courts. There are approximately 1,345 judicial and non-judicial staff that support and serve the Courts.

In 1970, Congress established the District of Columbia Court of Appeals as the highest court in the District of Columbia. The Court of Appeals consists of a chief judge and eight associate judges. As the court of last resort for the District of Columbia, the Court of Appeals is authorized to: (1) review all final orders and judgments, as well as specified interlocutory orders of the Superior Court of the District of Columbia (D.C. Superior Court); (2) review decisions of administrative agencies, boards, and commissions of the District government; and (3) answer questions of law certified by the Supreme Court of the United States, a Court of Appeals of the United States, or the highest appellate court of any state. The court also: (1) processes applications for admission to the District of Columbia Bar and attorney discipline matters; (2) manages the resolution of complaints of unauthorized practice of law; (3) promulgates its own rules and the rules of professional conduct for members of the District of Columbia Bar; and (4) reviews proposed rules of the D.C. Superior Court.

The Superior Court of the District of Columbia is the trial court of general jurisdiction, which means that the Superior Court hears virtually all local legal matters, other than administrative adjudications. The Superior Court is comprised of divisions and offices that handle civil, criminal, domestic violence, family, probate, and tax cases; juvenile pretrial and probation supervision; alternative dispute resolution services; and crime victim's compensation. In addition to the Chief Judge, 61 Associate Judges serve on the Superior Court. The Court is assisted by the service of 26 magistrate judges as well as senior judges.

The Court System provides services to both the Court of Appeals and the Superior Court. The Court System consists of a variety of administrative divisions that provide technical and support services, including contracting and procurement, legal counsel, capital projects, facilities management, budget and finance, human resources, training, strategic management, information technology, and court reporting.

To learn more about DC Courts visit our website <https://www.dccourts.gov>



The Ideal Candidate will...

- ❖ Must be a bona fide resident of the District of Columbia or become one within 180 days of appointment.
- ❖ A law degree or master's degree in business, public or judicial administration or closely related field from an accredited college or university.
- ❖ A minimum of ten (10) years of progressively responsible administrative and management experience.
- ❖ Possess exceptional interpersonal skills including the ability to successfully lead others, sustain a high level of organizational excellence, articulate management priorities, foster strong and effective working relationships, and work collaboratively with others.

About the Position

- ❖ Serves as the court administrator and manager for the daily operations of the District of Columbia Courts.
- ❖ Provides information and recommendations to the Joint Committee and Chief Judges on court policy, program evaluation, planning and development.
- ❖ Works collaboratively with internal and external stakeholders to develop a strategic vision and set of priorities then successfully lead and drive implementation in a complex and demanding environment ensuring outcomes are achieved, and customer needs are met.
- ❖ Develops and manages budgets and ensures fiscal resources are aligned with the DC Courts mission and strategic plan.
- ❖ Serves on the Strategic Plan Leadership Council in the development of the Courts' multi-year strategic plans. Monitors progress on achieving the plan and reports results to the Joint Committee.
- ❖ Develops and implements policies and procedures.
- ❖ Provides oversight of the operations of the District of Columbia Courts, including personnel management; records management; facilities management; information technology management; oversight of projects and grants; and other duties as required.
- ❖ Proposes and designs alternatives for improved program/process improvements for delivery of services; and implements improvements to programs, court services, and operating systems.
- ❖ Participates in bar, legal, judicial, community, and court administration activities addressing current issues and emerging trends within the justice system.
- ❖ Cultivates a positive public image and awareness of the Courts; plans and participates in community relations programs; and develops and maintains positive relationships with justice and community partners.

Qualifications

- ❖ **Residency:** Must be a bona fide resident of the District of Columbia or become one within 180 days of appointment.
- ❖ **Education:** A law degree or master's degree in business, public or judicial administration or closely related field from an accredited college or university.
- ❖ **Experience:** Ten years of progressively responsible administrative and management experience.

Compensation

The salary for this position is \$232,600

Benefits

There is a comprehensive benefits package.

This is not a federal government position. The District of Columbia Courts is an independent agency of the District of Columbia Government and is not under the authority of the City Mayor or the DC Council. DC Courts' appropriation comes directly from Congress. All DC Court employees receive federal benefits for the following programs: Life Insurance, Health Insurance and Workers Compensation. Please click here for additional information on the benefits:

<https://www.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/>

In addition to the federal health plans, the DC Courts offer employees supplemental vision and dental plans. This position will have a reserved parking space.

The candidate selected for this position will participate in the District of Columbia Judges' Retirement Plan (DCJRP). DCJRP was designed to provide a monthly benefit during retirement. The amount of the benefit depends on years of service, basic salary, and the age at retirement. The full text of the Plan is contained in Title 11 (section 11-1561et seq.) of the District of Columbia Code (D.C. Code).

DC Courts places a strong emphasis on fostering in-person collaboration and communication, all while acknowledging the significance of work-life balance and flexibility. While the primary expectation for the Executive Officer is on-site, limited telework flexibility is available.

The Selection Process

This position is open November 1, 2023- December 18, 2023.

To apply, a resume and responses to the following COURT EXECUTIVE SERVICE CORE QUALIFICATIONS (CESCQ) is required:

CESCQ 1 LEADING CHANGE: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this CESCQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. (Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision).

CESCQ 2 LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this CESCQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. (Competencies: Conflict Management, Leveraging Diversity, Team Building, Developing Others).

CESCQ 3 RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this CESCQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. (Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility).

CESCQ 4 BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial, and information resources strategically. (Competencies: Financial Management, Human Capital Management, Technology Management).

CESCQ 5 BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Courts, Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. (Competencies: Partnering, Political Savvy, Influencing/Negotiating).

Your narrative response must not exceed three (3) pages per CESCQ and needs to include at least (2) examples per CESCQ. The CESCQs were designed to assess executive experience and they measure

whether an individual has the broad executive skills needed to succeed as an Executive Officer in a Court Environment. Consequently, each response should directly and substantially support the applicant's knowledge, skills, abilities, and experience needed to successfully serve as the Executive Officer of the District of Columbia Courts

You must address each CESCQ separately. You are required to respond to all CESCQs. If you fail to do so, you will be rated as 'ineligible'. Each response should be clear, concise, and emphasize your level of responsibility, the scope and complexity of programs managed, and the results of your actions.

Your CESCQ package (i.e., all five CESCQ's narrative statements) may not exceed 15 pages.

The Court Executive Service Core Qualifications are supported by the Court values of Accountability, Excellence, Fairness, Integrity, Respect and Transparency.

To apply for this amazing opportunity to serve the residents of the District of Columbia Courts, visit <https://www.usajobs.gov/GetJob/ViewDetails/760826100>. All applications must be submitted at www.usajobs.gov.

Virtual interviews will be scheduled January 23, 2024 - February 9, 2024. Candidates are encouraged to reserve these dates should they be invited to participate.

The District of Columbia Courts is an Equal Opportunity Employer and values driven agency. The applicant selected for the position will be subject to a comprehensive background check.

For more information, please contact Gwinnetta Brandon, Acting Talent Acquisition Manager, 202-879-8159.