



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 06-12-044	OPENING DATE: 07-02-12	CLOSING DATE: 07-10-12	OPEN TO ALL
POSITION: <b>Access Control Manager</b> JS-12	TYPE OF APPOINTMENT: Career Service		SALARY: \$74,872 - \$97,333 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Executive Office	LOCATION: 515 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** Incumbent reports to the Chief Security Officer (CSO), and serves as the access control manager for the District of Columbia Courts. Has primary responsibility for the day-to-day operation of the access control system (ACS), and provides recommendations for upgrading and replacement of this system. Is responsible for employee and contractor photographs, and is accountable for issuance and control of all Court access credentials. Develops and oversees personnel and contractor security clearance procedures, and provides recommendations on appropriate security equipment and infrastructure enhancements. Directs all work required for access control and access program planning. Serves as the CSO's liaison to the Courts' security vendors, and makes recommendations for access policies and procedures to the CSO. Serves as system administrator for the Courts' ACS and Closed Circuit Television (CCTV) systems, and manages the ACS database. Writes and runs ACS reports, performs video retrieval, and conducts video and ACS server backup, if required. Provides recommendations to the CSO for the development of security and operational policies and plans including risk assessments, building security assessments and Occupant Emergency Plans (OEP). Recommends operating guidelines and procedures for implementation of OEP access security policies. Serves as liaison between the CSO and the Courts IT Division, and represents the CSO with the Capital Projects and Facilities Management Division on the security aspects of facility upgrades and renovation projects.

**MINIMUM QUALIFICATIONS:** A minimum of two years' formal training in digital electronics or a closely related field; plus six (6) years of experience programming, implementing, operating, integrating, evaluating and/or modifying large access control systems. **Documentation of education must be submitted with your application or your application will not be considered.** 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. All applicants **MUST** respond to each ranking factor on a separate sheet(s) of paper. Describe experience, education and/or training 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 networks, communications media, protocols, topology, basic hardware components, and their interrelationships.
2. Extensive experience with the UTC Picture Perfect or Secure Perfect systems, and the Lenel System.
3. Knowledge of the functions, use and integration of servers, DVRs, multiplexers, encoders, CCTV, power supplies, ACPs and other peripherals, as well as experience using GUI interfaces and CAD software.
4. Experience reading and interpreting construction drawings, and programming basic integration between systems.
5. Excellent written and oral communication skills in order to prepare and deliver written directives and standard operating procedures, and to cross-train other staff in the access functions.

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

**Submit D.C. Courts Application and Supplemental Application Form:**

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