



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER 08-12-052	OPENING DATE: 8/22/12	CLOSING DATE: 9/7/12	OPEN TO ALL APPLICANTS
POSITION: Accounting Technician JS-525-07	TYPE OF APPOINTMENT: Career Service		SALARY: \$42,209 - \$54,875 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

This is a career ladder position and has promotion potential to grade JS-09.

BRIEF DESCRIPTION OF DUTIES: In accordance with Title 11, Section 1723 (a)(2) of the D.C. Code, the incumbent carries out the responsibilities of the Fiscal Officer by planning, developing and implementing administrative and technical functions involved in the receipt and disbursement of funds and the accounting and control of collected and appropriated funds of the D.C. Courts. Incumbent establishes and maintains subsidiary ledgers to provide accountability and control by sub-program and type of purchase order. Reviews status of fund authorizations, certifications, commitments, obligations, accounts payable and accrued expenditures; and performs special reviews and analyses to ensure the integrity of the general ledger control system; prepares reports relating to specific division or branch expenditures. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: A high school diploma plus three (3) years of experience in an accounting related field. **Documentation of Education** (copy of HS diploma, G.E.D. certificate, or college transcript or degree, if applicable) **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. You must complete, and submit with your application, the attached **SUPPLEMENTAL APPLICATION FORM (SAF)**, on which you must describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to complete and submit the SAF with your application will disqualify you from further consideration.**

1. Knowledge of procedures involved in entering, modifying and correcting information in a computerized accounting system
2. Ability to trace discrepancies in individual funds and post entries to accounts as appropriate, to modify existing obligations or amend improper postings.
3. Knowledge of procurement documents, accounting symbol codes, account structures, and procedures for setting up and liquidating obligations.

SELECTION PROCESS: All candidates will take a computerized test in basic math and accounting. After a review of applications and ranking factor responses, an oral interview may be required of the highest qualified candidates.

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.
For a court application, call (202) 879-0496 or visit our website at 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.

SUPPLEMENTAL APPLICATION FORM

Ranking Factors Response

ACCOUNTING TECHNICIAN JS-525-7

The following three Ranking Factors will be used to rate your qualifications for the Accounting Technician position. For each of the three factors, check the statement below that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your description of experience, please attach additional sheets of paper.* **Select and check only one statement for each rating scale.** **THIS FORM MUST ACCOMPANY YOUR OFFICIAL D.C. COURTS APPLICATION.** Failure to provide this document will prevent you from being considered.

- 1. Knowledge of general fund accounting methods, procedures and techniques used in maintaining and analyzing all classes of accounts encompassing a variety of activities.**

A. Experience:

- I have not used this knowledge in a full-time position.
- I have used some of this knowledge as part of a team/unit.
- I have used most of this knowledge extensively in a full time position with monitoring by a supervisor when necessary.
- I have a high level of knowledge and extensive expertise in utilizing this ability. I use this ability independently as a regular part of my duties.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need more space for your verification, please attach additional sheets of paper).

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

2. Ability to trace discrepancies in individual funds and post entries to accounts as appropriate, to modify existing obligations or amend improper postings.

A. Experience:

- I have not used this ability in a full-time position.
- I have used some of this ability as part of a team/unit.
- I have used most of this ability moderately in a full time position with monitoring by a supervisor when necessary.
- I have a high level of ability and extensive expertise in utilizing this ability. I use this ability as a regular part of my duties where I am responsible for writing reports and or making presentations to high level managers, peers and the public.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need more space for your verification, please attach additional sheets of paper).

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER:_____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

3. Knowledge of procurement documents, accounting symbol codes, account structures, and procedures for setting up and liquidating obligations.

A. Experience:

- I have not used this ability in a full-time position.
- I have used some of this ability as part of a team/unit.
- I have used most of this ability moderately in a full time position with monitoring by a supervisor when necessary.
- I have a high level of ability and extensive expertise in utilizing this ability. I use this ability as a regular part of my duties where I am responsible for writing reports and or making presentations to high level managers, peers and the public.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need more space for your verification, please attach additional sheets of paper).

Name and telephone # of a supervisor or manager who can verify this information:

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