



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 07-12-048	OPENING DATE: 07-30-12	CLOSING DATE: 08-06-12	OPEN TO ALL APPLICANTS
POSITION: Administrative Assistant JS-0318-09	TYPE OF APPOINTMENT: Career Service		SALARY: \$51,630 - \$67,114 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Human Resources	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

PROMOTION POTENTIAL TO JS-10 AFTER TWO YEARS

BRIEF DESCRIPTION OF DUTIES: The incumbent serves as Administrative Assistant to the Director, Human Resources Division, and is responsible for administrative functions in support of the Office of the Director, and coordination of intra- and extra-divisional communication for the activities of the division. Provides assistance in HR function areas and works on operations-related projects and preparation of documents for staff, the Personnel Advisory Committee and external clients. Serves as central coordinator and liaison for the division, and receives and appropriately directs correspondence, callers and visitors. Composes correspondence of a non-policy nature, including replies on action papers and memos for the record. Manages the Director's calendar and coordinates appointments, meetings and conferences on behalf of the Director. Makes arrangements for conferences and meetings. Maintains subject matter and related files, including personal and confidential files. Keeps abreast of professional HR best practices, pending and new legislation and policies, and informs the Director of relevant issues. Attends Personnel Advisory Committee meetings, takes notes and provides drafts of revised and new proposed policies. Coordinates training requests. Serves as liaison with Metropolitan Police Department and conducts background checks as assigned. Processes timesheets using automated T&A system. Maintains division credit card and prepares all purchase requests and orders utilizing Pegasys system. Responsible for Court credentials for directors, deputy directors and probation officers. Maintains strict confidentiality of office documents and activities.

MINIMUM QUALIFICATIONS: A high school diploma or GED and five (5) years of general secretarial or clerical experience, including at least two (2) years in a legal or HR environment. Education past the high school level, e.g. secretarial training, college, or paralegal training may substitute for general experience, on a year-to-year basis. **Documentation of education, i.e. a copy of diploma or transcript, must be provided with application or your application will not be considered.** Also submit a copy of a recent performance evaluation if available.

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 submit the SAF with your application will disqualify you from further consideration.**

NOTE: YOUR RANKING FACTORS WILL BE DETACHED FROM YOUR APPLICATION AND RATED INDEPENDENTLY. DO NOT REFER TO INFORMATION ON YOUR APPLICATION, AS THE RATERS WILL NOT HAVE ACCESS TO IT. PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME, AS YOUR IDENTIFICATION ON YOUR RANKING FACTORS.

1. Knowledge of DC Courts organizational structure and functions.
2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Ability to use a personal computer and Windows-based word-processing software (Microsoft Word, PowerPoint, Excel, and Publisher).
4. Ability to maintain confidentiality and security of documents and information.
5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, and the public.
6. Ability to conduct research and analysis of HR subjects such as trends, best practices, relevant legislation, local, state, OPM and DCOP policies and programs.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Keyboarding (40 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, and number usage) and Records Management (alphabetic and numeric filing). 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 Responses

Administrative Assistant

The following six Ranking Factors will be used to rate your qualifications for Administrative Assistant. For each of the six factors, check the statement below the factor 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 verification, please attach additional sheets of paper. **THIS FORM MUST ACCOMPANY YOUR OFFICIAL D.C. COURTS APPLICATION.** Failure to provide this document will prevent you from being considered.

1. Knowledge of DC Courts organizational structure and functions.

A. Experience:

- I have not used this knowledge in a full time position.
- I have some experience in a general office setting where I used this knowledge.
- I have used the above knowledge over the past two (2) years on a daily basis in a legal environment.
- I have extensive knowledge of this factor from working closely with court managers, for five (5) years or more and was exclusively responsible for using this factor.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

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

2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.

A. Experience:

- I have not used this ability in a full time position.

APPLICANT IDENTIFICATION NUMBER: _____

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- I have some experience in a general office setting where I was responsible for the above factors.
- I have used the above listed over the past four (4) years on a daily basis in a legal environment. I develop schedules and administrative protocols using this knowledge.
- I have extensive experience with this factor where I worked closely with court managers, for five (5) years or more and was exclusively responsible for the above factor. .

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

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

3. Ability to use a personal computer and Windows-based word-processing software (Microsoft Word, PowerPoint, Excel, and Publisher).

A. Experience:

- I do not have experience with this factor.
- I have limited experience in this factor. I have some general experience with this factor.
- I have used a personal computer and windows-based word-processing software on a daily basis as a part of my daily duties. I have over five (5) years of general PC use experience which includes some use of Microsoft Word, PowerPoint, Excel, and Publisher programs.
- I have used a PC and Windows-based software, especially, Microsoft Word, PowerPoint, Excel, and Publisher extensively as a part of my daily duties. I have more than five (5) years of work related use with the listed programs or I have received Microsoft Office Suite training and have three (3) years of Microsoft Office and Publisher experience.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

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

4. Ability to maintain confidentiality and security of documents and information.

A. Experience:

- I have not had an opportunity to display this ability. It is not a normal part of my responsibilities.
- I have used this ability as part of my duties in an administrative capacity or within a legal environment.
- I have been required to comply with confidentiality standards on a daily basis in a legal environment where I was responsible for maintaining confidential records and compliance with organizational confidentiality requirements.
- I have used this ability extensively as a part of my daily duties. I have received ethical training related to confidentiality. I have had the main responsibility of securing documents and information under organizational, local, and federal confidentiality standards for five (5) years or more in a legal or judicial environment.

Provide a brief description of your experience utilizing this skill, including title of your position and agency.

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

5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, and the public.

A. Experience:

- I do not have any experience with this factor. It is not a normal part of my responsibilities.
- I have used this ability some and in a general setting.

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- I have used this ability on a daily basis in a legal environment, but this was not a part of my daily duties.
- I have used this ability extensively as a part of my daily duties in a judicial environment for over five (5) years.

Provide a brief description of your experience utilizing this knowledge, including title of your position and agency.

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

6. Ability to conduct research and analysis of HR subjects such as trends, best practices, relevant legislation, local, state, OPM and DCOP policies and programs.

A. Experience:

- I do not have any experience with this factor. It is not a normal part of my responsibilities.
- I have conducted a limited amount of research and analysis regarding other subjects, but not HR related.
- I have conducted extensive research and analysis on a daily basis regarding other subjects, but not HR related, for at least three years.
- I have conducted HR related research and analysis extensively as a part of my daily duties for over five (5) years.

Provide a brief description of your experience utilizing this knowledge, including title of your position and agency.

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

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