



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NUMBER: 04-12-029 | OPENING DATE: 04-18-12 | CLOSING DATE: 05-09-12 | OPEN TO ALL APPLICANTS |
| POSITION: Branch Supervisor JS-945-12 | TYPE OF APPOINTMENT: Career Service | | SALARY: \$74,872-\$97,333 DC Courts non-judicial employees receive federal retirement and benefits. |
| DIVISION: Domestic Violence Unit | LOCATION: 500 Indiana Avenue, NW | | Tour of Duty: Full-time |

BRIEF DESCRIPTION OF DUTIES: Incumbent manages the day-to-day operations of the Domestic Violence Unit. Supervises the initiation of cases, preparation of daily court calendars, annotation and update of calendars and events, and the receipt, filing and timely processing of motions, petitions and appeals concerning unit cases. Monitors the flow of forms and records used in branch processes. Reviews and certifies judgment and commitment orders in accordance with court policy. Recommends changes to improve unit operations. Compiles statistical data for special and monthly requests. Assists in providing leadership, guidance and training to branch staff, as well as staff evaluation.

MINIMUM QUALIFICATIONS: Eight (8) years of administrative or clerical experience in a court or family law agency including three (3) years directly dealing with domestic violence cases as well as two (2) year as a first-level supervisor, and one (1) year using a computer system; or a bachelor's degree plus three years of experience in a court or family law agency directly dealing with domestic violence cases, as wells two years as a first-level supervisor, and one year using a computer system. **Documentation of education** (copy of HS diploma, G.E.D. certificate, or college transcript or degree) **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 submit the SAF with your application will disqualify you from further consideration.**

PLEASE NOTE: Your ranking factors will be separated from your application and "blind scored". Therefore, do not put your name on your ranking factors. Instead put the last four numbers of your social security number as your identifier.

1. Knowledge of and demonstrated experience using court terminology, criminal, family, and domestic violence procedures.
2. Ability to manage operations of branch, providing leadership, organization, supervision and guidance.
3. Ability to interpret law and policy and to develop policies, procedures, instructions and make recommendations where necessary.
4. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective customer service to judicial officers, court staff and the public.
5. Ability to collect and analyze data utilizing databases and PC software and to prepare statistical reports.

SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

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
For a court application, call (202) 879-0496, Fax (202) 879-4212 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

Branch Supervisor, Domestic Violence Unit

The following four Ranking Factors will be used to rate your qualifications for Branch Supervisor, Domestic Violence Unit. For each of the five (5) 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.* **THIS FORM MUST ACCOMPANY YOUR OFFICIAL D.C. COURTS APPLICATION.** Failure to provide this document will prevent you from being considered.

1. Knowledge of and demonstrated using court terminology, criminal, family, and domestic violence procedures.

A. Experience:

- I have not used this knowledge in a full time position.
- I have experience in a court or legal environment including at least two (2) years of handling domestic violence cases.
- Seven (7) years of legal, paralegal, or professional social work experience including at least three (3) years of domestic violence cases.
- Eight (8) or more years of experience working in a court or legal environment including four (4) years handling Domestic Violence cases or Bachelors plus (4) years of experience handling domestic violence cases.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. *(If you need space for your description of experience, 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 manage operations of branch, providing leadership, organization, supervision and guidance.

A. Experience:

- I have not had an opportunity to display this ability.
- I have limited experience using this ability. I have performed some of these tasks as a team leader with limited number of subordinates for at least two (2) year.
- I have used this ability working in a position in an agency where I was supervisor of fewer than five employees. I performed most of these tasks on a daily basis for the last three (3) years.
- I have used this ability working in a position where I was supervisor of three or more employees. I performed all of these tasks on a daily basis in the last four (4) years.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. *(If you need space for your description of experience, 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. Ability to interpret law and policy and to develop policies, procedures, instructions and make recommendations where necessary.

A. Experience:

- I have not had an opportunity to display this ability.
- I have limited experience using this ability when assigned.
- I have used this ability working in a position in a legal or judicial environment where my work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- I have performed this task as a regular part of a job in the last three (3) years. I have performed it independently and normally without being reviewed by a supervisor or senior employee.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need space for your description of experience, 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.

4. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective customer service to judicial officers, court staff 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 in my professional career under direct supervision of a supervisor or senior employee.
- I have used this ability on a daily basis in a legal environment. I have performed it independently and normally without being reviewed by a supervisor or senior employee.
- I have used this ability extensively as a part of my daily duties in a judicial environment for over three (3) years.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. *(If you need space for your description of experience, 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.

5. Ability to collect and analyze data utilizing databases and PC software to prepare statistical reports.

A. Experience:

- I have not used this knowledge in a full time position.
- I have used this ability in a limited capacity with close supervision.
- I have performed this task as a regular part of a job. I have used a personal computer and windows-based word-processing software on a daily basis as a part of my daily duties.
- This task has been central or major part of my work. I have experience analyzing data and creating statistical productivity reports and progress reports as part of my daily duties.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. *(If you need space for your description of experience, 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.