



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-12-049	OPENING DATE: 07-13-12	CLOSING DATE: 07-27-12	OPEN TO ALL APPLICANTS
POSITION: Courtroom Clerk JS 945-07	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: \$42,209 - \$54,875 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Court wide	LOCATION: 500 Indiana Ave., NW	Tour of Duty: Full-time	

This announcement will create a roster for all Superior Court Courtroom Clerk Positions upon availability. Courtroom Clerk has promotional potential to grade JS-9.

BRIEF DESCRIPTION OF DUTIES: The Courtroom Clerk assembles all cases to be heard by the court prior to the judge taking the bench. Records court proceedings and decisions on official court documents. Administers oaths to witnesses and impanels juries. Prepares judicial summonses, bench warrants, arrest warrants and other legal documents as directed by a judge. Identifies and accounts for exhibits. Advises defendants of rights and penalties for violation of conditions of release. Manages the courtroom, and performs administrative support as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in criminal justice, public or business administration, liberal arts, or a related degree; **or** three years of relevant experience utilizing written and oral communication skills. Experience working on a personal computer in a Windows environment required. Some familiarity with the criminal justice system, judicial branch or legal terminology preferred. **Documentation of education** (copy of HS diploma, G.E.D. certificate, college transcript or degree) **MUST** be submitted with your application or your application **WILL NOT** be considered.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate additional qualifications for the position, above the minimum qualifications required. 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 SAF WITH 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. Ability to communicate effectively, orally and in writing, in order to interact effectively with the judicial, legal and social services communities, as well as with court staff and the public.
2. Ability to read and interpret written documents.
3. Ability to apply procedural guidelines using independent judgment.

SELECTION PROCESS: Testing will be required of qualified candidates in keyboarding, language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). **Only the highest qualified candidates will be placed on roster according to score ranking.** Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making final selections.

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, Washington, DC
Email to jobs@dsc.gov
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 Response

Courtroom Clerk

The following three Ranking Factors will be used to rate your qualifications for Courtroom Clerk. For each of the three 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.*

I. Ability to communicate effectively, orally and in writing, in order to interact effectively with the judicial, legal and social services communities, as well as with court staff and the public.

A. Experience:

- I have **three** years of experience working with the public on an individual basis, requiring the processing of written documents and/or completion of forms and/or documents, performing limited secretarial duties such as answering phones, typing and/or entering data to meet workload in a timely manner, and maintaining appointment calendars.
- I have experience in one **or** the other;
 - 1. Education/Training in public speaking/oral communication; **PLUS** Experience requiring report writing.
 - OR**
 - 2. Experience making oral presentations before a group; **Plus** Experience requiring report writing.
- I have education/formal training in public speaking/oral communication; **PLUS** experience making oral presentations before a group; **PLUS** college coursework requiring reading and analysis; **PLUS some** experience working in a legal environment such as the court system, law firm, police dept., social services, etc., where I am familiar with legal terminology, and understand court related documents.

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:

APPLICANT IDENTIFICATION NUMBER: _____

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

2. Ability to read and interpret written documents.

A. Experience:

- I have **three** years of relevant experience requiring the processing of written documents, which includes research, examining legal documents, reading and analysis of written documents, using independent judgment and making determinations without consulting supervisor.

- I have experience in one or the other;
 1. College coursework requiring reading and analysis (**Completion of Degree**)
OR
 2. **Four** years of relevant job experience requiring the processing of written documents, which includes research, examining legal documents, reading and analysis of written documents, using independent judgment and making determinations without consulting supervisor.

- College coursework requiring reading and analysis (**Completion of Degree in liberal arts, social science, business or public administration, pre-law, law, or criminal justice**) **PLUS one** year of relevant job experience requiring research, examining legal documents, reading and analysis of written documents, using independent judgment and making determinations without consulting supervisor.

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:

APPLICANT IDENTIFICATION NUMBER: _____

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

3. Ability to apply procedural guidelines, using independent judgment.

A. Experience:

- I have **limited** experience utilizing this ability working in a position in an agency where required to make on the spot and independent decisions regarding policies, procedures, protocols, office practices, **when assigned**. (occasionally)
- I have relevant experience utilizing this ability working in a position in an agency where required to make on the spot and independent decisions regarding policies, procedures, protocols, office practices, **without** input from supervisor on a **regular** basis. (weekly to monthly)
- I have relevant experience utilizing this ability working in a position in an agency where required to make on the spot and independent decisions regarding policies, procedures, protocols, office practices, **without** input from supervisor on a **daily** basis. (day to day)

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:

APPLICANT IDENTIFICATION NUMBER: _____

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