



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 11-12-078	OPENING DATE: 11-21-12	CLOSING DATE: 12-12-12	OPEN TO ALL APPLICANTS
POSITION: <b>Senior Operations Manager</b> JS945-14	TYPE OF APPOINTMENT: Excepted Service		SALARY: \$105,211 - \$136,771 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Clerk of the Superior Court	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Clerk of the Superior Court's Office, and is responsible for assisting in the coordination, administration and daily operation of the Superior Court. Conducts legal research to ensure that court procedures are in compliance with relevant statutes and court rules. Serves as front-line assistant to the Clerk of the Court on major operational issues. Develops court operations improvement programs, ensuring proper management, staff supervision and implementation of program components. Serves as the liaison to divisions and organizations in coordinating special projects and programs. Analyzes the impact of proposed court rules on specific court procedures, policies, programs or projects. Coordinates and oversees judicial investitures and other ceremonial functions. Assists the Clerk of the Court in the preparation of the annual budget, the assignment of courtrooms to judicial officers, monitoring grant programs and managing special projects. Reviews proposed adverse actions for procedural conformity and substantive fairness. Gathers information and conducts statistical analyses regarding operations, programs and projects.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in business administration, court administration, management or a related field, plus six (6) years of management experience. A law degree and membership in the D.C. Bar preferred. Equivalent levels of education or experience may be substituted. **Documentation of education (copy of high school diploma, college diploma, transcript, or certifying letter) 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 qualifications for the position. Please describe experience, training or education 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 court administrative operations and planning.
2. Ability to recommend short and long range plans based on assessment and analysis of resources and to implement and monitor service delivery.
3. Ability to interpret and analyze organizational policies, procedures, missions and functions, and to make recommendations for increased effectiveness and efficiency of management.
4. Excellent oral and written communication skills, including the ability to edit operational and statistical materials.
5. Ability to coordinate, manage, supervise and evaluate staff for effective customer service.

**SELECTION PROCESS:** After a review of applications and ranking factors, a structured oral interview or further screening may be required of the highest qualified candidates. A writing test may be required. Selecting officials 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, 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.