



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 08-09-115	OPENING DATE: 9-02-09	CLOSING DATE: 9-23-09	OPEN TO ALL APPLICANTS
POSITION: Attorney Negotiator (Bilingual/Spanish), JS-945-13	TYPE OF APPOINTMENT: Career Service		SALARY: \$92,723-\$113,007 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 is responsible for identifying and determining whether preliminary matters exist (i.e. process of service, jurisdiction, and motions). Reviews cases, interviews the litigants, identifies issues, and negotiates issues related to custody, child support, visitation, counseling, property damage, and distribution of property, using alternative dispute resolution techniques and skills. Clearly represents the status of the case to the judicial officers. Acts as liaison between litigants and the judicial officers. Negotiates conflicting issues in domestic violence cases, with the goal of reaching an agreement. Writes proposed orders in a clear, concise and complete manner for the judicial officers and prepares settlement agreements for complex domestic violence cases. Meets regularly with Domestic Violence Judicial Officers and Project Director for identification of procedural problems and assists with coordinating solutions which relate to preparation of cases for the courtroom calendar. Conducts and completes research and prepares memoranda of law (where appropriate) on questions pertaining to Domestic Violence. Monitors changes in legislation that impact domestic violence cases. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** A law degree, admission to the practice of law before the Courts of the District of Columbia plus at least five years of general practice including at least three years of experience in negotiations in the area of Family Law. Must be able to speak, interpret, read and write Spanish fluently. Please submit a copy of your most recent performance evaluation, if available, with your application. **Active bar identification number must be attached at the time your application is submitted.**

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.

1. Ability to apply theories, concepts, principles and practices of law in domestic violence, family and/or criminal trial practice.
2. Knowledge of federal and local statutes, regulations and case precedents relating to family and domestic violence.
3. Ability to organize information in a timely and efficient manner in order to effectively maintain and monitor workload.
4. Knowledge of District of Columbia community-based collaborative, support networks, service providers and facilities, both public and private.
5. Ability to communicate effectively, orally and in writing, with diverse groups of individuals within and outside of the courts.
6. Knowledge of Alternative Dispute Resolution methods and techniques.

**SELECTION PROCESS:** After a review of applications and ranking factors, a structured oral interview or further screening methods may be required of highest qualified candidates. In addition, bilingual candidates must pass a test assessing the ability to speak, read and write Spanish. 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; 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.

**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.