



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 07-09-106	OPENING DATE: 09-02-09	CLOSING DATE: 09-23-09	OPEN TO ALL APPLICANTS
POSITION: <b>Facilities Technician Assistant, JS-1640-09</b>	TYPE OF APPOINTMENT: Career Service	SALARY: \$50,408 - \$65,531 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Capital Projects and Facilities Management	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the office of the Facilities Unit. It is designed to ensure that all court facilities are maintained in the highest of standards in their operation, maintenance and repair. Incumbent is responsible for assisting in implementation and coordination of maintenance, repair, and renovations for four Court-owned and leased facilities. Assists the Facility Manager in completing surveys and monitoring the conditions of Court-owned buildings with regard to interior repair and improvements. Develops standards and procedures to be used by various contractors in accordance with directives, building codes and applicable laws. Makes recommendations to Facility Manager for implementation of uniform interior design standards for various Court buildings. Conducts initial review and evaluates bids for compliance with specifications, tallies price quotations, identifies substitutes, records delivery dates, terms and discounts. Manages other tasks connected with the day-to-day administrative work and serves as office manager to ensure that the practices and procedure are consistent. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in Public or Business Administration or a related degree, plus two (2) years of experience in facilities management or maintenance; or five (5) years of office general experience including two (2) years of experience in facilities management or maintenance. If you would like your education to be considered for this position, proof must be attached at the time your application is submitted.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate candidates' qualifications for the position. Please respond to each ranking factor on separate sheets of paper. Describe experience, training or education indicating your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of interior design contractor techniques and ability to interpret interior design layouts and drawings.
2. Ability to communicate effectively with others, both orally and in writing.
3. Ability to identify, determine and record essential repair requirements needed to maintain interior standards of Court-owned buildings.
4. Ability to make estimated cost and economic analysis of repair versus replacement.

**SELECTION PROCESS:** After review of applications and ranking factors, a structured 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;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, DC

Email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov)

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