



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 09-08-137	OPENING DATE: 09-11-09	CLOSING DATE: 09-25-09	OPEN TO ALL APPLICANTS
POSITION: Judicial Administrative Assistant JS-318-10	TYPE OF APPOINTMENT: Excepted Service	Salary Range: \$55,512 - \$72,164	
Chambers of the Chief Judge, D.C. Superior Court	LOCATION: 500 Indiana Avenue, NW.	TOUR OF DUTY: Full-time	

Promotion potential to JS-11 after one year of successful service.

BRIEF DESCRIPTION OF DUTIES: The judicial administrative assistant services the Chief Judge of the D.C. Superior Court. The applicant must possess a high degree of integrity and discretion. The responsibilities include typing, proofreading and/or preparing for publishing, decisions, memoranda of judgment, reports or other documents. Enters and performs searches for data in the Courts' computer information system, in order to track case assignments and status. Reviews case files for accuracy, format compliance and completeness before scheduled hearings. Other duties include: composing responses to routine correspondence; preparing time-and-attendance records and other personnel documents for the office; maintaining calendar and schedules; managing files; maintaining confidentiality and security of documents and information; and other duties to be assigned.

MINIMUM QUALIFICATIONS: Six (6) years of general secretarial or clerical experience, including at least two (2) years in a legal environment, preparing briefs and other legal documents. College degree or paralegal training required. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Describe experience, education or training which indicates your level of qualification for each factor, on separate sheet(s) of paper. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Ability to type, proof and prepare legal decisions, memoranda, reports and other documents, using correct legal citations and formatting.
2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Ability to use a personal computer and Windows-based word-processing software.
4. Ability to maintain confidentiality and security of documents and information.
5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, and the public.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Keyboarding (50 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage) and Records Management (alphabetic and numeric filing). A written exercise and 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; Fax (202) 879-4212;
email to JOBS@dcsc.gov

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.
For a court application, call (202) 879-0496 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.