

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 09-2014	POSITION: Staff Assistant
POSITION GRADE & SERIES: CS-301-12	SALARY RANGE: \$69,628 per annum
OPENING DATE: 02-10-2014	CLOSING DATE: 02-25-2014
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Support Services Division 441 – 4 th Street, NW Washington, DC 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:00 am - 4:30 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Career

***** This position is budgeted at CS-301-12/01, \$69,628 per annum, only. *****

This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Support Services Division. Performs comprehensive administrative, program and technical work to support the agency as well as the assigned division and its operations. Receives telephone calls and visitors to the office. Ascertains the nature of the calls or business of visitors and determines appropriate action. Provides executive assistant services to the Office of the Attorney General's Agency Fiscal Officer. Assists in preparing Letters of Intent and Memoranda of Understanding for 37 projects and disseminates them, prepares Intra District Standard Requests Forms, audits and maintains timesheets for the Finance Office. Responds to a variety of inquiries that require technical and non-technical knowledge and refers inquiries to appropriate office staff for information and resolves or assists in resolving a variety of conflicts that may arise. Utilizes broad knowledge of administrative procedures and methods to support managers, supervisors, and specialists in providing updates to weekly manager reports. As such, ensures that FRP reprogramming is properly authorized; identifies and provides solutions to payroll issues which affect the workflow of payment and reviews and evaluates time and attendance biweekly. Coordinates information during the auditing process. Establishes electronic database of reports using specific programs to type, store, and retrieve sensitive information and various confidential documents. Maintains an awareness of current events and daily requirements in which the office is involved. Provides administrative support to the OAG Assistant Chief Administrative Officer (CAO) in the day to day operations in handling the SmarTrip program for OAG. Provides direct communications with requesters for SmarTrip cards in order to provide needed information for the user/requester to understand the process. Communicates with the WMATA SmarTrip manager for technical and administrative support. Distributes fare cards to designated employees in each office and ensures that designated employees understand the process of managing the cards in their possession. Accesses financial information in order to load funds on fare cards. Prepares, maintains, reviews and audits fare card holders' log reports to ensure appropriate use of the fare cards and tracks card balances. Provides the CAO with suggestions for process and procedure updates or changes that will keep the program operating optimally. Must have the capacity for detail.

QUALIFICATIONS: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. One (1) year of experience must have been equivalent to the next lower grade in the normal line of progression for the occupation in the organization. **Substitution of Education:** Substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **TIME IN GRADE RESTRICTIONS** must be met by the closing date of this vacancy announcement.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1. Knowledge of administrative procedures, office methods and management practices.

Ranking Factor #2. Ability to independently handle multiple duties, coordinate projects and manage the daily activities of the office.

Ranking Factor #3. Ability to interpret and apply administrative procedures and guidelines to reply to correspondence and other programmatic inquiries.

Ranking Factor #4: Proficiency in the use of personal computers, utilizing Microsoft Word, Excel, Access, Power Point, and other software packages.

Ranking Factor #5. Skill in oral and written communication skills to convey information and to interact with government officials and the general public.

EMPLOYMENT BENEFITS: This is a Permanent Appointment in the Career Service. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT : A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace. **A background investigation will be conducted.**

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligibles for the District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position, if found qualified. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

HOW TO APPLY: Send completed DC- 2000 job applications to the Office of the Attorney General for the District of Columbia, Human Resources Section, located at Judiciary Square: 441 4th Street, N.W., Suite 1100s; Washington, D.C. 20001. Resumes will be accepted, in addition to the DC-2000 job applications, by the closing date of the announcement. All inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist (202) 724-6632. Please visit www.oag.dc.gov or www.dchr.dc.gov to download a DC-2000, Employment Application. **Applicants may send applications via e-mail to OAG.Recruitment@dc.gov.**

DISPOSITION OF RESUME: Applications received outside the area of consideration and/or after the closing date will not

be given consideration. You must re-submit your application to receive consideration for any subsequent advertised vacancies. For the purpose of employment, resumes are not considered DC Government job applications. Therefore, applicants submitting resumes must also attach a DC-2000 job application in order to receive be considered for any vacancy. Applicants will only be notified if an interview is granted.

EEO: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF
THE ATTORNEY GENERAL ONLY**

