

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 50-2016	POSITION TITLE: Support Services Specialist
POSITION GRADE & SERIES: CS-342-07/10	SALARY RANGE: \$ \$55,462 per year *Please note this position is budgeted to \$55,462 only. Offers will not be made outside of this range.
TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday	OPENING DATE: September 29, 2016 CLOSING DATE: October 21, 2016
AREA OF CONSIDERATION: Open to the general Public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Support Services Division Operations Section 441 4 th Street, N.W. Washington, D.C.	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Career Service Appointment Permanent	
COLLECTIVE BARGAINING UNIT: 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 Office of the Attorney General, Support Services Division, Operations Section. The incumbent is responsible for a variety of administrative functions including mail management, messenger service, supply management, property management, records management and facilities management. The incumbent replenishes stocks and distributes office supplies and equipment to agency employees at its main and field offices. Examine items received, notes damages and or discrepancies. Prepares damage/discrepancy reports. Contacts vendor and follows up to ensure resolution of problem. Maintains supply inventory in such a manner as to achieve effective supply within authorized or available spending levels. Maintain computer files, paperwork and records to control the receipt, storing, issuing, replenishing and inventorying of commonly used general office supplies and equipment. Maintains up-to-date electronic and paper records of requisition status based on information readily available in files. Establishes and maintains an adequate and current reference library of stock catalogs, federal supply schedules, and private industry brochures, pamphlets, catalogs, etc., which contains supply and equipment specifications, prices and availability. Makes these sources references available to operating officials and assists them in their selections. Assist the supervisor in the preparation, coordination and transfer of agency legal records to DC and Federal records management facilities. Assist support staff of divisions in locating and retrieving records from facilities. Tracks and maintain files of records stored. Serves as point of contact with DC archives staff for records. Assist in the maintenance and disposal of excess agency property. Locates surplus property, physically inspects and determine disposition of excess agency property, physically inspects and determine disposition and arranges for transfer of property accordingly. This function will require lifting of 50 or more pounds. Maintains inventory of non-expendable agency property. Place routine service calls to vendors and or contractors requesting maintenance on office machines and equipment. Follows up to ensure that maintenance is performed and equipment is in proper working condition. Establishes and maintains log of service calls. Incumbent will also serve as alternate mail clerk with the responsibility for sorting all incoming and outgoing mail to several divisions of the agency located at its main work site and several satellite locations. Sorts outgoing mail according to DC Government and the United States Postal Service regulations. Performs other duties as assigned.	

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience. Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Substitution of Education: A 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: 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 personal computers for basic entry and retrieval operations.

RANKING FACTOR #2: Basic knowledge of supply management rules and procedures.

RANKING FACTOR #3: Ability to communicate effectively, orally and in writing.

RANKING FACTOR #4: Knowledge of the Washington Metropolitan Area.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: 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's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: 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.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply via email by sending one PDF document containing the following to OAG.Recruitment@DC.GOV.

- (1) DC 2000, Employment Application for the District of Columbia Government, available at www.oag.dc.gov;
- (2) resume;
- (3) cover letter detailing relevant experience.

Resumes are not considered job applications; therefore, a DC-2000 must be submitted to receive consideration.

Inquiries related to employment and job applications should be directed to Doris Roseborough, Management Liaison Specialist, at (202) 724-7316.

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered all applicants **must** submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION.**

EEO STATEMENTS: 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 TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE
OFFICE OF THE ATTORNEY GENERAL**

