

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 47-2016	POSITION TITLE: Operations Support Specialist
POSITION GRADE & SERIES: CS-301-09	SALARY RANGE: \$49,551 – \$52,717 per year** **This position is budgeted to \$52,717 per year only. Offers will not be made outside of this range.
OPENING DATE: September 6, 2016	CLOSING DATE: September 12, 2016
DURATION OF APPOINTMENT: Permanent	AREA OF CONSIDERATION: AGENCY ONLY
	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Public Safety Division 441 4th Street NW Washington, D.C. 20001	NO. OF VACANCIES: One (1)

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 Public Safety Division. The primary purpose of this position is to provide program support assistant duties in providing a variety of clerical and administrative functions. The incumbent obtains, compiles and maintains personnel data. Serves as liaison between the supervisor and departmental employees. Provides timely, accurate, and current information to them and other appropriate officials concerning required reporting requirements. Reconciles monthly reports in an automated data management system, when necessary. Assist with basic procurement activities as it relates to the payment of invoices such as: scanning, receipting, verifying, logging, auditing, and reissuing invoices. Receives telephone, correspondence and personal inquiries on a variety of matters affecting the office, including policy operations. The incumbent either answers inquiries personally or refers them to the appropriate staff member. Responds to the public when required. Responsible for maintaining a comprehensive calendar of meetings and activities for the office. Assists the office by formatting, proofreading, preparing and packaging documents for dissemination. Prepares, receives, reviews, and verifies office documents. Maintain office records, locates and compiles data/information from files for the development of reports. Keeps a project calendar and informs staff of deadlines, other important dates, and similar administrative support work. Responsible for making travel arrangements for meetings and large conferences for the supervisor. Composes general correspondence pertaining to administrative matters such as letters, memoranda, reports, etc. Reviews correspondence and documents that are prepared for signature of the supervisor or high-level managers for correct format, grammar, punctuation, and any other special policy requirements. Assist with a variety of special projects. Provides customer service and establishes and maintains an effective working relationship within and outside the office. 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.

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 general clerical and administrative concepts, principles, and practices required to perform day to day duties of the office.

Ranking Factor #2: Ability to work under pressure.

Ranking Factor #3: Proficient in operating a personal computer running applications such as Microsoft Word, Excel, PowerPoint, etc.

Ranking Factor #4: Ability to exercise discretion and good judgment in handling confidential and other critical matters.

Ranking Factor #5: Ability to effectively communicate both orally and in writing.

HOW TO APPLY: Candidates should e-mail one PDF file which includes the following, addressed to Doris Roseborough (202-724-7316) at OAG.Recruitment@DC.gov by 11:59pm of the closing date indicated above:

- 1) A cover letter;
- 2) Completed DC-2000 Employment Application for the District of Columbia Government;
- 3) Résumé; and
- 4) Responses to each of the Ranking Factors.

Applications received after the closing date 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**, which can be found at oag.dc.gov.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Re-employment 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.

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, genetic information 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, genetic information, 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 ATTORNEY GENERAL**