

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 47-2013	POSITION TITLE: Records Management Clerk
POSITION GRADE & SERIES: DS-303-05	SALARY RANGE: \$31,494 Annual *THIS POSITION IS BUDGETED ONLY AT THE DS-303-05/01 \$31,494 ANNUALLY
TOUR OF DUTY: 8:15am – 4:45pm Monday - Friday	OPENING DATE: September 16, 2013 CLOSING DATE: September 27, 2013
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Child Support Service Division/Systems & Automation Section/Records Management Unit 441 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: (2)
DURATION OF APPOINTMENT: Career Service - 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 Government of the District of Columbia, Office of the Attorney General, Child Support Division (CSSD), Systems and Automation Section, Records Management unit. Incumbent ensures that customer records are maintained, distributed, stored and/or destroyed in compliance with regulatory requirements. Reviews each record for deficiencies, completeness, consistency and compliance. Informs the Records Management Supervisor on deficient and non-compliant record matters. Organizes and assembles active customer records in proper sequence. Develops and maintains the records classification system; color codes and indexes all records and files by categories; retrieves customer records when requested by OAG staff; case managers, support enforcement specialists, attorneys, and, consultants; and, maintains a system that tracks all outgoing and incoming records. Periodically purges/consolidates records. Also, maintains and tracks records of closed cases. Stores and retrieves documents electronically. Scans CSSD customer files to an electronic format. Utilizes multiple databases for information storage and retrieval. Responds to requests made for the Freedom of Information Act. Screens, conducts a comprehensive search, photocopies and provides information sought by attorneys, court representatives, OAG/CSSD officials etc. Performs other related 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.	

Time-in-grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

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.

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: Working knowledge of the OAG and CSSD mission, goals, programs, administrative issuances and operating procedures.

Ranking Factor #2: Ability to operate automated database systems and produce forms, reports, records, and correspondence.

Ranking Factor #3: Ability to gather requested documents needed for factual information presentations.

Ranking Factor #4: Ability to operate and maintain a large filing and record keeping system.

Ranking Factor #5: Ability to maintain complete confidentiality of customer information according to the legal requirements and OAG/CSSD guidelines.

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 in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Roseborough, Management Liaison Specialist (202) 724-7316. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

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 ATTORNEY GENERAL