

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



**POSITION VACANCY ANNOUNCEMENT**

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| <b>ANNOUNCEMENT NO:</b> 37-2015  | <b>POSITION TITLE:</b> Motor Vehicle Operator  |
| <b>POSITION GRADE &amp; SERIES:</b> RW-5703-05   | <b>SALARY RANGE:</b> \$18.17 Per Hour<br><b>*Please note this is only budgeted up to the RW-05/01 \$18.17 Per Hour</b> |
| <b>TOUR OF DUTY:</b> 11:00 am – 7:30 pm<br>Monday - Friday   | <b>OPENING DATE:</b> August 25, 2015<br><b>CLOSING DATE:</b> August 31, 2015   |
| <b>AREA OF CONSIDERATION:</b> Open to the general public   | <b>PROMOTION POTENTIAL:</b> None   |
| <b>WORKSITE LOCATION:</b> Office of the Attorney General<br>for the District of Columbia<br>Child Support Services Division<br>441- 4 <sup>th</sup> Street, N.W.<br>Washington, D.C. 20001 | <b>NO. OF VACANCIES:</b> One (1)   |
| <b>DURATION OF APPOINTMENT:</b> Temporary Appointment Not to Exceed (NTE): October 31, 2015  |  |

**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, Child Support Services Division. The incumbent is required to operate assigned vehicles to provide transportation services. Provides special or scheduled delivery service to District of Columbia agencies and offices. The incumbent maintains a chronological listing of all transporting activities; designated stops, mileage, gas consumption, number of passengers and prepares records of unusual incidents. The incumbent may be required to perform routine clerical duties in assigned unit when not operating a vehicle, such as; ordering and distributing supplies, sorting and delivering mail, place routine service calls to vendors and/or contractors requesting maintenance on office machines and equipment. Assists in the preparation, coordination and transfer of agency records.

**QUALIFICATIONS:** Candidates must be able to provide a Driver Clearance Form from the Department of Motor Vehicles. Incumbent must have earned a high school diploma or equivalent of a General Education Diploma (GED) attained.

**Selective Placement Factor:** Applicant must submit a Driver Clearance Form showing the applicant is in good

standing with the Department of Motor Vehicles.

**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 District of Columbia Traffic Laws

**RANKING FACTOR #2:** Knowledge of the District of Columbia area roads and traffic patterns.

**RANKING FACTOR #3:** Knowledge of supply management rules and procedures.

**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 completed **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 Bldg, 441 4th Street, N.W., Washington, D.C. 20001. Candidates may send applications via e-mail to: [OAG.Recruitment@DC.GOV](mailto: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 Shawn Winslow, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: [www.oag.dc.gov](http://www.oag.dc.gov).**

**INFORMATION TO CANDIDATE:** Application received outside the area of consideration and/or after the closing date will not be given consideration. For the purpose of employment, **resumes are not considered 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 ATTORNEY GENERAL**

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