General Job Information

"Pay Plan, Series & Grade: CS-0930-13

Salary Range: $80,220 - $103,368

Opening date: January 13, 2014
Closing date: January 28, 2014

Tour of Duty: Various Shifts

Area of Consideration: Open to the General Public

Promotion Potential: None

Number of Vacancies: Two (2)

Agency: KV - DC Department of Motor Vehicles

Duration of Appointment: Career Service (Permanent)

Collective Bargaining Unit (Union): This position is in the collective bargaining unit represented by AFGE LOCAL1975 and you may be required to pay an agency service fee through direct payroll deduction.

Duties

Brief Description of Duties: This position is located within the Department of Motor Vehicles, Adjudication Services Administration, Hearings Division. The incumbent conducts a full range of administrative hearings to resolve pedestrian, driver challenges brought as the result of citations issued for walking, parking, traffic and photo enforced violations, in the District of Columbia. Conducts administrative hearings in an orderly and impartial manner, determines credibility of witnesses, evaluates testimony and evidence, analyzes complex issues and applies relevant laws, regulations, agency policies and court decisions. Prepares concise legally sound hearing records in accordance with the Administrative Procedures Act (APA) to include findings of facts and conclusions of law. Renders a decision on the basis of fact-finding and District of Columbia law and municipal regulations. Performs other duties as assigned.

Qualifications

Specialized Experience: 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.

Ranking Factors
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 achievements 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 include 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 and experience in applying the provisions of the D.C. Administrative Procedures Act.

Ranking Factor #2: Knowledge of and experience working with the provision of the Traffic Adjudication Act, the Automated Traffic Enforcement Act, Title 18 D.C. Municipal Regulations and Title 50 of the D.C. Code concerning matters under DMV jurisdiction.

Ranking Factor #3: Skill and experience in interpreting and applying District of Columbia administrative orders, municipal regulations, statues, rules of law, and court opinions, to relevant facts and assertions on matter such as those that may be presented for a hearing.

Ranking Factor #4: Ability to communicate effectively both orally and in writing.

Ranking Factor #5: Skill and experience in conducting a fair and impartial hearing and creating a clear, concise and relevant hearing record.

Conditions of Employment

Physical Effort: Work is of a physically sedentary nature and requires the maintenance of an even temperament and high degree of competence in interacting with a wide range of people, some of whom may be under stress, fearful, argumentative or angry. The nature of the work requires adherence to a demanding schedule and limited private work time.

Other Significant Factors: Bilingual Candidates with effective oral communication skills are encouraged to apply.

Priority Consideration

Displaced Employee Priority Placement: Eligibles 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

Employee 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 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

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10 point residency preference over non-District applicants, 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 appointment. Failure to maintain bona fide District residency for the 7 year period will result in forfeiture of employment.

Information to Applicants

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, 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.

How to Apply

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a DC 2000 job application or online job application is required to be submitted.
Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Contact Information: All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700

How to Apply:
1. Applications for this vacancy announcement must be submitted online at www.dchr.dc.gov for consideration.
2. It is recommended for applicants to use the following web browsers when completing an application: Internet Explorer 8 (or a later version) and Firefox 4.2 (or a later version).
3. Applicants are encouraged to save application information frequently, minimally every 20 minutes, to avoid loss of data.
4. Please visit www.dchr.dc.gov to locate partner agencies and community based organizations that provide computer and internet access.

Closing Statement

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.

Job Offers: Official Job Offers are made by the Office of Human Resources Only.

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, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, 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.

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