

Job Description

Job Title: Appeals Board Member

Job ID: 25676

Location: Municipal Center

Full/Part Time: Part-Time

Regular/Temporary: Temporary

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General Job Information

"Pay Plan, Series & Grade: CS-0301-14

Salary Range: \$87,661

Opening Date: August 4, 2014

Closing Date: August 18, 2014

Number of Vacancies: Two (2)

Tour of Duty: Monday - Friday, 8:15 a.m. to 4:45 p.m.

Agency: Department of Motor Vehicles (KV)

Duration of Appointment: Temporary Appointment NTE 12 Months

Promotion Potential: None

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Area of Consideration: Open to the General Public

Duties

Brief Description of Duties: This position serves as a member of the Traffic Adjudication Appeals Board (TAAB) in the District of Columbia Department of Motor Vehicles (DC DMV). Incumbent considers appeals brought by persons aggrieved by decisions of hearing examiners of the Adjudication Services Administration under the Traffic Adjudication Act of 1978, D.C. Law 2-104, and affirms, reverses or modifies such decisions.

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.

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.

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: Expert knowledge and experience working with the provision of the DC Administration Procedures Act.

Ranking Factor #2: Expert knowledge and experience working with the D.C. Municipal Regulations and D.C. Code.

Ranking Factor #3: Demonstrated ability to communicate orally and in writing and to coordinate work with others to execute assignments.

Ranking Factor #4: Skill and experience in interpreting and applying District of Columbia administrative orders, municipal regulations, statutes, rules of law, and court opinions to relevant facts and assertions on matters such as those that may be presented on appeal.

Ranking Factor #5: Proficiency in the use of personal computer to draft and finalize written products and the use of specialized databases.

Conditions of Employment

Other Significant Factors: Bilingual candidates with effective communication skills are encourage to apply.

Physical Effort: Work is primarily sedentary and normal physical dexterity is sufficient to perform the various functions to the position.

Residency Preference

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney 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 the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Information to Applicants

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.

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

How to Apply

Where to Apply (Judiciary Square): Applications must be submitted online. You can obtain assistance by visiting the D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 4th Street, NW, Washington, D.C. 20001 or by visiting one of our partner agencies. Career Opportunities Site Locations All questions and inquiries should be directed to HR Answers at (202) 442-9700.

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.

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, the submission of an online job application is required in order to be considered.

An email notification of receipt serves as confirmation that your application submission was received.

Closing Statement

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

EEO Statement: 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, 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.

Closing Statement: Applicants have until 11:59PM of the closing date to submit an application for consideration.

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