

## Court Services and Offender Supervision Agency

### Facilities and Equipment Services Specialist, GS-1601-07/09

<b>ANNOUNCEMENT NUMBER:</b>	OFMA-07-003(DEU)(KS)	<b>APPLICATION DEADLINE:</b>	None 
<b>JOB LOCATION:</b>	Washington, Dist of Columbia	<b>WORK SCHEDULE:</b>	Full Time
<b>SALARY RANGE:</b>	\$37,640.00-\$48,933.00	<b>OPEN DATE:</b>	1-12-2007
<b>TIME LIMIT:</b>	Permanent - No time limit 	<b>WHO MAY APPLY:</b>	US citizens 
<b>NUMBER OF VACANCIES:</b>	1	<b>PROMOTION POTENTIAL:</b>	09

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#### NOTES:

**LOCATION:** Court Services & Offender Supervision Agency (CSOSA), Management and Administration, Office of Facilities, Washington D.C.

**AGENCY BACKGROUND INFORMATION:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

The mission of Court Services Offender Supervision Agency is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. The Court Services and Offender Supervision Agency presents our nation's capital with a unique opportunity to create a new level of offender supervision, which in turn will provide a safer environment for our citizens.

The goals of the Court Services and Offender Supervision Agency is to form a solid working relationship with the Congress, the District of Columbia law enforcement community and fellow Washingtonians that will result in Washington, D.C. becoming a safer place in which to live, work and visit.

**HOW TO APPLY:** The primary method of applying for this vacancy is online via the Internet at [www.avuedigitalservices.com/csosa/applicant.html](http://www.avuedigitalservices.com/csosa/applicant.html). If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-16488-AVUE), and instructions for completing the form. No other form of application will be accepted.

Applicants submitting proof documents can electronically attach them, or scan and attach them to the employment application. If this is not possible, copies of documents can be faxed to 253-573-9869, or mailed to the following address: Court Services and Offender Supervision Agency (CSOSA), c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be identified with applicant's name and vacancy announcement number.

Applications and supporting documents must be received by 11:59 p.m. Eastern Standard Time on the closing date of the announcement to receive consideration.

Open until filled. The first cut-off is 1/26/07. Cut-offs will occur every 2 weeks until vacancy is filled.

This vacancy announcement may be used to fill future vacancies

**DUTIES:***(The duties described reflect the full performance level of this position)*

Performs work involving the planning and coordination of facilities operations and services. Determines facility, grounds, or equipment overhaul, maintenance restoration, or repair needs. Plans the workload, sets work priorities and deadlines, and coordinates work operations among units to complete operations or provide services to assigned facilities.

**KNOWLEDGE, SKILLS, AND ABILITIES:***(The KSAs below may not apply at all grades)*

Ability to communicate effectively other than in writing.

Ability to communicate in writing.

Skill in interpreting and applying guidelines, policies, and procedures.

Ability to accomplish work through others.

Ability to analyze organizational and operational problems and develop solutions.

Ability to meet and deal with others in performing supervisory work.

Ability to supervise.

**MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

Grade 07: Qualifying experience for the GS-7 level includes one year of specialized experience at least equivalent to GS-5 that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Some positions require specialized knowledge of particular types of mechanical systems or structural equipment. Examples of qualifying specialized experience include work such as scheduling and recording production activities or overseeing trades and crafts work.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirement may be met by successful completion of one full academic year of graduate level education in fields such as engineering or industrial technology, construction, drafting, surveying, physical science, mathematics, or other fields related to the position; OR successfully meeting the requirements of the Superior Academic Achievement provisions.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Grade 09: Qualifying experience for the GS-9 level includes one year of specialized experience at least equivalent to GS-7 that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Some positions require specialized knowledge of particular types of mechanical systems or structural equipment. Examples of qualifying specialized experience include work such as scheduling and recording production activities or overseeing trades and crafts work.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirement for the GS-9 level may be met by two (2) full academic years of graduate level education or completion of all requirements for a master's or equivalent graduate degree, in fields such as engineering or industrial technology, construction, drafting, surveying, physical science, mathematics, or other fields related to the position.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

**OTHER SIGNIFICANT FACTS:**

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**Relocation Expenses:** Relocation expenses are authorized.

**Selective Service Registration:** As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**Direct Deposit:** All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

Applicants must meet all qualification requirements by the closing date of this announcement.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992,

and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Appointment will require completion of a one-year probationary period.

<b>Contact Information:</b>
Avue Direct Services 253-573-1877 ext 209 <a href="http://www.avuedigitalservices.com/csosa/applicant.html">www.avuedigitalservices.com/csosa/applicant.html</a>