



**DISTRICT OF COLUMBIA RETIREMENT BOARD  
Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 201310162	<b>POSITION:</b> ADMINISTRATIVE ASSISTANT
<b>OPENING DATE:</b> October 16, 2013	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m.-5:00 p.m., Monday-Friday	<b>STARTING RANGE:</b> \$37,840 - 47,300 DOQ (Grade 4) <b>(Career Service) Entire Range:</b> \$37,840 - \$58,463
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Probationary to Regular

This position is **NOT** in a collective bargaining unit.

**\*\*\* Successful pre-employment criminal, financial, educational and certification background check required \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD:** The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

#### **POSITION SUMMARY**

The Administrative Assistant provides administrative and clerical support agency-wide as needed in order to ensure the continuation of office operations

#### **PRIMARY RESPONSIBILITIES**

1. Schedules and organizes routine meetings and travel arrangements.
2. Assists with departmental activities for the Trustees of the Board and all members of Agency staff.
3. Assists in creating general correspondences, memos, charts, tables, etc.
4. Assists in planning, prioritizing, and organizes diversified workload.
5. Assists with all Board and Committee mailings.
6. Serves as back-up to Receptionist, Office Coordinator, and Office Manager during breaks and absences.
7. Effectively performs a variety of office support and/or administrative duties as required.
8. Proofreads documents to ensure accuracy.
9. Quickly resolves administrative problems and inquiries and escalates them appropriately.
10. Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative and/or operational matters.
11. Maintains audio/visual, telephone, and photocopying capabilities for staff.
12. Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of the Microsoft Office Suite, particularly Microsoft Excel.
- Ability to type at least 60 WPM.
- Skill in the use of personal computers and Microsoft office products.
- Organization and coordination skills.
- Ability to maintain calendars and schedule appointments.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow specific instructions and procedures.
- Ability to maintain confidentiality of records and information.

## **BEHAVIORAL COMPETENCIES**

- Listens to and understands information presented through spoken word or in writing.
- Communicates information and ideas in speaking or in writing so that others will understand.
- Provides detailed information to supervisors and fellow employees.
- Ability to take initiative and follow-up independently.
- Ability to work under pressure and multi-task in a deadline-driven environment.
- Strong work ethic and commitment.
- Collaborative, organized, and resourceful.
- Takes initiative to maintain current knowledge and understanding of agencies' policies, practices and procedures.

## **QUALIFICATIONS**

- Associate's degree with at least two years of office experience, or
- A minimum of two years specialized experience that provides the knowledge, skills, and abilities to successfully perform the duties of the position.
- Proven organizational and communications skills

## **WORKING CONDITIONS**

- Normal office environment

**COMPENSATION LEVEL:** Grade 4

*This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.*

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

**WHERE TO APPLY:** Submit application materials to: HR Director  
DC Retirement Board  
900 7<sup>th</sup> Street NW, 2<sup>nd</sup> floor  
Washington, DC 20001

Or fax materials to: (202) 566-5000  
Attention: HR Director

Or e-mail materials to: [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

**NOTE:** It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family 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 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.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

**DRUG-FREE WORK PLACE ACT OF 1988:** "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 OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO 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."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

