



JOB ANNOUNCEMENT



Lead Correspondence Management Specialist

CS-0301-11

Salary Range: \$ 63,692. - \$82,114

Opening Date: September 27, 2022

Closing Date: September 30, 2022

Tour of Duty: Monday through Friday 8:15am to 4:45pm

Area of Consideration: Internal Agency Only

Promotion Potential: None

Number of Vacancies: One (1)

Duration of Appointment: CS (Permanent)

Collective Bargaining Unit (NON-UNION)

This position is not in the collective bargaining unit.

Job Requisition #: 18960

Location: 95 M Street, SW Washington DC, 20024,
Administrative Services Administration

How to Apply: Candidates may apply **ONLINE:** www.dchr.dc.gov

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

Equal Opportunity Employer

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, 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. 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.

FOR A COPY OF THE COMPLETE JOB REQUISITION, PLEASE GO TO THE DMV Personnel Office, 95 M STREET, SW 2ND FLOOR or ONLINE at ess.dc.gov.