TITLE, SERIES, GRADE: Staff Assistant, GS-301-11

SALARY RANGE: $58,206 - $75,669 per annum

PROMOTION POTENTIAL (IF ANY) TO: none

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-035

AREA OF CONSIDERATION: Offices, Boards and Divisions-Wide (Status Candidates Only) and all eligible surplus/displaced DOJ Federal employees in the local commuting area.

OPENING DATE: 04/01/08
CLOSING DATE: 04/15/08

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of the Assistant Attorney General, Washington, DC

NUMBER OF VACANCIES: 1 position

JOB SUMMARY

This position is located in the Office of the Assistant Attorney General, Criminal Division, Department of Justice. The incumbent is responsible for providing a variety of administrative support to the Assistant Attorney General (AAG).

MAJOR DUTIES

- Provides administrative support to the AAG such as:
  - reviewing correspondence, reports and/or written analyses for the AAG's signature.
  - exercising exclusive control over the supervisor's calendar, with complete authority for time commitments.
  - screening all telephone calls and personal visitors, who frequently represent the highest levels of international, national, state and local government or major businesses.
  - handling all travel requirements which includes domestic and international arrangements.
- Provides assistance to staff to ensure that responses to inquiries from agency clients or interest groups are appropriate and in compliance with established agency guidelines and policies.
- Researches and analyzes issues associated with the responsibilities of the organization.
- Ensures ensuring that requests for action or information are made known to responsible staff who can satisfy the request and coordinates the same.
- Independently researches and resolves problems of a common or immediate nature.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet

all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.
1) Knowledge of office management practices and administrative support practices.
2) Ability to plan and execute work.
3) Ability to meet and deal with others in a front office setting.
4) Ability to communicate in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:
-Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
-Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

<u>If a Resume is submitted it must contain the following information</u>: If submitting a resume all requested information as outlined in this vacancy announcement must be included**. If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;

- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give

job series and dates held);

- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.

- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not sent documents unless requested).

Applications and supplemental documentation can be e-mailed to:
CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:
- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- Applications mailed in government franked envelopes will not be considered. This includes sent through the internal mail.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Time-in-grade requirements must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position requires a clearance. This position is

subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department 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. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn
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CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV
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