

PROGRAM: Federal Career Intern

POSITION: Paralegal Specialist, (08-SDNY-01CI)
GS-0950-7

HIRING AGENCY: Department of Justice
U.S. Attorney's Office, SDNY

DUTY LOCATION: New York City, NY

Opening date: 10/09/08

Closing date: 10/23/08

Who may apply: All US Citizens

DUTIES: The incumbent is assigned to work in the civil or criminal divisions, providing legal support to a litigation team during the prosecution of narcotics, organized crime, security fraud, etc. cases; or assigned to work ancillary to the work of attorneys, such as analyzing requests for information under various acts, conducting research for the preparation of legal opinions, and drafting briefs.

Qualifications: Applicants must possess either an undergraduate degree with 2.95 cumulative GPA or one year of related experience equivalent to the GS-5 level in the Federal sector. If you are basing your qualifications on your undergraduate degree you must provide a copy of your transcripts.

INSTRUCTIONS FOR COMPLETING THE ONLINE ASSESSMENT QUESTIONNAIRE

To be considered for this position, you must complete an assessment questionnaire using Application Manager and submit a resume to the Department of Justice. . To complete the online assessment questionnaire, go to the following link:

<https://applicationmanager.org/Login.aspx>

Create an account for Application Manager, then under “Start A New Application” enter Vacancy Identification Number **AN216333** and click GO. This ID Number is specific to the above position and location.

Resumes must be received by 5:30 pm Eastern Standard Time by the closing date. Resumes and other supporting documents such as DD214’s for Veterans preference, may be submitted to the mailing address listed below or sent electronically to usanys.jobs@usdoj.gov

U.S. Attorney’s Office, SDNY
Attn: Human Resources
86 Chambers Street
New York, NY 10007