Executive Office US Attorneys & Office of US Attorneys

Job Title: Legal Assistant (Office Automation)
Department: Department Of Justice
Agency: Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys
Job Announcement Number: 12-NDAL-621314-MS

SALARY RANGE:	$31,315.00 to $50,431.00 / Per Year
OPEN PERIOD:	Thursday, March 08, 2012 to Wednesday, March 21, 2012
SERIES & GRADE:	GS-0986-05/07
POSITION INFORMATION:	Full Time - Permanent
PROMOTION POTENTIAL:	07
DUTY LOCATIONS:	1 vacancy(s) - Birmingham, AL United States
WHO MAY BE CONSIDERED:	Current permanent competitive service employees in all U.S. Attorneys' Offices and the Executive Office for the U.S. Attorneys, plus well-qualified surplus and displaced DOJ employees (CTAP) in the local commuting area.

JOB SUMMARY:

If you are looking for an exciting and challenging career, this is the position for you! With a diverse and talented workforce of over 100,000 men and women, Justice leads the Nation in ensuring the protection of all Americans while preserving their constitutional freedoms. You will be part of a dedicated team helping to enforce Federal criminal and civil laws that protect life, liberty, and the property of citizens.

The United States Attorneys Office is a great place to work. The Department of Justice ranked #11 out of 33 large Federal cabinet agencies and the Executive United States Attorneys Office/United States Attorneys Offices ranked #17 out of 240 agency subcomponents in a study, "The Best Places to Work in the Federal Government, 2011 Ratings" published by the Partnership for Public Service. See www.bestplacestowork.org.

Birmingham is the largest city in Alabama and is centrally located within the state. Birmingham is approximately 2 hours from Atlanta, 4 ½ hours from beautiful gulf beaches, 4 ½ hours from New Orleans, and 5 hours from the Tennessee mountains. Birmingham is home to many top quality restaurants. People come from around the Southeast to dine in chef-owned restaurants, and *Bon Appétit* named Birmingham's Hot & Hot Fish Club as one of the "Great Neighborhood Restaurants in the South."

Culture is alive and well in the city with its various art galleries, museums, ballet, symphony orchestra companies, and an opera house. The Birmingham Museum of Art houses the largest museum collection of Wedgewood in the world displaying 10,000 pieces. *Time* magazine named Birmingham's Sidewalk Film Festival among its choices of "Film Festivals for the Rest of Us." With the opening of the Robert Trent Jones Golf Trail throughout the state, Alabama has been called "...one of America's top 10 gold destinations." Birmingham's musical talent has put the city in the national spotlight with two American Idol winners, Ruben Studdard and Taylor Hicks, and one first runner up, Bo Bice.

Without question, Birmingham is the unrivaled retail giant of Alabama. From outlet malls to upscale boutiques, shopping opportunities are near endless. For exciting shopping, dining and entertainment, visit the Riverchase Galleria Mall. For a premier shopping and dining experience, visit The Summit, which includes high-end stores such as Saks Fifth Avenue. A short drive away will take you to another unique shopping experience at the Outlet Shops of Grand River.

As needed, additional positions may be filled using this announcement.

To view the entire announcement, including instructions on how to apply, click on tabs above.

KEY REQUIREMENTS

- You must be a U.S. Citizen or National.

- Background investigation, credit check, and drug test required.
- You must be registered for Selective Service, if applicable.

DUTIES:

At the full performance level, you will support Assistant United States Attorneys (AUSA) by providing a variety of legal assistance and office support services. If selected at a lower level, you will receive formal and/or on-the-job training as needed to prepare you to perform the duties at the full performance level. Duties include:

- examines, prepares and processes a variety of technical legal documents, e.g., complaints, motions, orders, answers, pleadings, subpoenas, and libels;

- provides assistance to attorneys in trial preparation;

- assembles exhibits, affidavits, and other legal documents;

- assembles and organizes files and records material for disposition or transfer to records depository;

- maintains calendar of assigned active cases;

- tracks filing, hearing, and trials dates, and schedules conference and interviews;

- arranges travel by preparing itinerary and securing transportation and hotel reservations; and

- produces a variety of written documents and materials utilizing a wide range of office software applications.

Travel Required: 1-5 days per month

QUALIFICATIONS REQUIRED:

GS-5: To be eligible at the GS-5 level, you must have: at least one year of specialized experience equivalent to the GS-4 level; four years of education above the high school level; or a combination of both experience and education as explained below. Specialized experience is defined as experience that has provided the ability to perform substantive and relevant secretarial, clerical, or other responsible work related to the processing of legal or administrative documents.

Combining Education and Experience: Successfully completed post-high school education may be used to meet the total one year of specialized experience requirement equivalent to the GS-4 grade level. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

GS-6: To be eligible at the GS-6 level, you must have at least one year of specialized experience equivalent to the GS-5 level. Specialized experience is defined as experience that has provided the ability to perform substantive and relevant legal secretarial work related to the preparing and processing of legal documents.

GS-7: All applicants must have one year of specialized experience equivalent to the GS-6 level. Specialized experience is defined as experience that has provided the ability to perform legal support work relating to the examination, preparation and processing of legal documents; such as, complaints, motions, orders, or pleadings.

See The Office of Personnel Management's Qualification Standards for General Schedule Positions at http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM for more details.

To be qualified, you must type at least 40 words per minute based on a 5 minute sample with three or fewer errors. (A typing test may later be required.)

All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see http://www.ed.gov.

If selected, you may be required to complete a one year probationary period.

Time-in-Grade: Federal employees must meet time-in-grade requirements within 30 days after the closing date of this announcement.

You must meet all qualification requirements within 30 days after the closing date of this announcement and before placement in the position.

HOW YOU WILL BE EVALUATED:

Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed on this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the Occupational Questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job If you are found to be among the top candidates, you will be referred to the selecting official for employment consideration.

You will be rated on the following Competencies:

Self-Management: Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Speaking: Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Teamwork: Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Writing: Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility: Adapts quickly to changes.

Legal, Government, and Jurisprudence: Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Technology Application: Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Managing and Organizing Information: Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

A. Knowledge of legal documents, terminology and procedures to provide trial support.

B. Ability to communicate orally; i.e., those with which you have regular contact, the types of work you coordinate and problems you resolve.

C. Ability to communicate in writing.

D. Skill in the use of automation software and legal research tools to produce legal documents and provide trial support.

E. Ability to plan, coordinate, and carry out a wide variety of clerical and administrative services required in a law office environment.

The Occupational Questionnaire will take you approximately 20 minutes to complete. To preview the Occupational Questionnaire, click the following link View Assessment Questions

BENEFITS:

Payment of relocation expenses will not be authorized in accordance with applicable regulations.

The Department of Justice offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System. This link provides an overview of the benefits currently offered to Federal employees

http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits.

OTHER INFORMATION:

Career Transition Assistance Plan (CTAP)-The CTAP provides eligible surplus and displaced competitive service employees in the Department of Justice with selection priority over other candidates for competitive service vacancies. If your Department of Justice component has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility, 2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant **position and receive a score of 85 or better on established ranking criteria. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information about CTAP eligibility is at: http://www.opm.gov/ctap/index.asp.**

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See http://www.sss.gov/.

Reasonable Accommodation Statement: Federal Agencies must provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any

part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

EEO Statement: The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

HOW TO APPLY:

You may apply online or fax in your documents. Applying online is the quickest and most convenient way to process your application and track your status.

The complete Application Package to include all required documents listed below must be submitted by 11:59 PM Eastern Standard Time on Wednesday, March 21, 2012.

To begin the online process, follow these steps:

1. Click the **Apply Online** button at the upper right hand corner of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the Occupational Questionnaire. You must click the **Submit My Answers** button at the end of this process.
2. To fax supporting documents that you are unable to upload, complete this cover page, http://staffing.opm.gov/pdf/usascover.pdf and use the following Vacancy ID, 621314 Fax your documents to 1-(478)-757-3144. You can verify that your uploaded documents are attached to your application by checking the Details tab of your Application Manager account for this vacancy announcement. Your documents will display under the Details tab in the Document area. Faxed documents will take 2-3 business days to process. Documents submitted with missing information may not be processed.

If you cannot apply online, follow these steps:

1. Print a copy of this vacancy announcement.
2. Print the Occupational Questionnaire using the link here so that you can read the questions offline. View Occupational Questionnaire.
3. Print the OPM Form 1203-FX, in order to provide your responses to the Occupational Questionnaire. You may obtain the form by using this URL link, http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdfYou may omit any optional information; however, you must provide responses to all required questions.
4. Be sure to double check your application before submission. Fax the completed 1203-FX, resume, and supporting documents to 1-(478)-757-3144. Your 1203-FX will serve as a cover page for your fax transmission. Faxed documents will take 2-3 business days to process. Documents submitted with missing information may not be processed.

REQUIRED DOCUMENTS:

You must provide a complete Application Package, which includes:

• **Required**: Your responses to the Occupational Questionnaire. (Online or 1203-FX)
• **Required**: Your resume showing relevant experience and dates of employment (cover letter optional).
• **Required if you meet qualifications based on education**: An unofficial college transcript.(Note: If you are selected for this position, official transcript will be required prior to your first day.)
• **Required if you are a current or former Federal employee:** a recent copy of an SF-50 showing title, series, grade, and full performance level (FPL); AND a copy of your most recent performance appraisal

• **Required, if applicable**: CTAP documentation (a copy of a separation notice or other proof of eligibility for priority selection; a copy of an SF-50 showing current position, grade, promotion potential, and duty location; AND a copy of your most recent performance appraisal.)

AGENCY CONTACT INFO:

JANE M. MCGUIRE
Phone: (205)244-2071
Email: JANE.MCGUIRE@USDOJ.GOV

Agency Information:
Northern District of Alabama
Please do not mail applications
Birmingham, AL
35203

WHAT TO EXPECT NEXT:
We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation, to include a credit check, and drug test by urinalysis. We expect to make a final job offer within 80 days after the closing date of the announcement.

Control Number: 311418500

Close Print