

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
EASTERN DISTRICT OF CALIFORNIA**

NOTE: Applications received under this vacancy announcement will be rated using Merit Staffing Procedures.

TITLE, SERIES, GRADE: Legal Assistant (OA/Grand Jury Coordinator), GS-986-8

SALARY RANGE: GS-8: \$45,057.00-\$58,576.00 per year*

*NOTE: Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Permanent/Full Time

PROMOTION POTENTIAL (IF ANY) TO: GS-08

VACANCY ANNOUNCEMENT NUMBER: 09-EDCA-04

AREA OF CONSIDERATION: Current permanent competitive service employees of the U.S. Attorney's Office, Eastern District of California, Sacramento office only.

OPENING DATE: 6/15/2009

CLOSING DATE: 6/19/2009

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One.

POINT OF CONTACT: Martha Bryant

CONTACT PHONE: (916) 554-2749

TDD: 916-554-2855

E-Mail: USACAE.Staffing@usdoj.gov

Send application package to: United States Attorney's Office
ATTN: Martha Bryant
501 I Street, Suite 10-100
Sacramento, CA 95814

Applications may be submitted to the mailing address listed in the vacancy announcement or transmitted via e-mail to usacae.staffing@usdoj.gov. Mailed or hand delivered applications must be received by 5:00 p.m. Pacific Standard Time on the closing date. Electronic submissions must also be received by 5:00 p.m. Pacific Standard Time on the closing date of the announcement. If electronic submissions are received in an unreadable format, you will be notified via e-mail. This notification will also include a specific time limit in which to submit a hard copy application. Applications submitted using government envelopes or government postage or by facsimile will not be considered.

Satisfactory completion of a one year probationary period may/may not be required.

DUTIES:

Incumbent serves as the Legal Assistant (Grand Jury Coordinator) and adviser in the United States Attorney's Office, Eastern District of California, Sacramento Office. Acts as technical adviser on grand jury matters, including Rule 6(e) requirements, challenges to the Grand Jury, excusing grand jury members, extending grand juries, Financial Privacy Act questions, and district procedures. Conducts legal research on grand jury matters.

Serves as point of contact on grand jury investigations and procedures for attorneys, investigative agents, records custodians and court personnel, providing information and assistance relating to grand jury investigations/matters scheduled for grand jury, and legal and administrative procedures to be followed. Provides verbal and written instruction to attorneys, support staff, and new law enforcement officers as to the various procedures.

Monitors the term of each grand jury and is aware of when each grand jury is scheduled to expire. Prepares legal documents pertaining to the grand jurors. Schedules with the court a date for impanelment of a new grand jury; coordinates with the court's jury office in order to ensure that a pool of prospective grand jurors is summoned to the courthouse for the impanelment procedure; attends the impanelment procedure in order to perform administrative duties to represent the United States Attorney's Office and to support the Assistant United States Attorney (AUSA) who is present at the proceedings.

Participates in the impanelment process by giving an orientation speech and answering questions, preparing handouts and ID cards, collecting personal information from newly selected jurors, and training the new foreperson and deputy foreperson. Acts as liaison to grand jurors.

Arranges a yearly schedule of sessions and calls last minute sessions. Schedules attorneys, agents, and witnesses for each grand jury session.

Answers inquiries from persons having questions regarding subpoenas and from private citizens regarding grand jury.

Reviews and analyzes bills received from financial institutions for records provided pursuant to a grand jury subpoena.

Arranges for qualified court reporters to record and transcribe grand jury proceedings and for interpreters as required. Prepares Bail and Warrant sheet for each grand jury for each day the Grand Jury meets. Compiles a final grand jury package for the Clerk's Office. Prepares court documents to add/excuse grand jurors.

Provides a variety of direct legal support services to one or more AUSAs. Provides a variety of direct clerical and administrative support assistance to serviced AUSA staff. Produces a variety of written documents and material utilizing a wide range of office software applications.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must be able to type at least 40 words per minute. Applicants must indicate their typing speed on their resume/application. Failure to list typing speed will result in a rating of ineligible. Applicants may be asked to certify or demonstrate their typing proficiency.

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions, GS-05, GS-06 and above, issued by the Office of Personnel Management. These standards may be found at: <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>.

At the GS-8 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-7 level. Specialized experience is work directly related to the duties of the position to be filled (as described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position.

Specialized experience to qualify for this position is responsible legal support or legal technician work performed in a legal office or other legal setting in which the candidate performed complex assistance work which demonstrated the knowledge of and ability to apply comprehensive laws, regulations, interpretive material, procedures, and agency requirements in a legal environment; experience working independently and communicating effectively in order to coordinate grand jury functions. Examples would include, but are not limited to: substantive clerical/secretarial work in a law office or an organization engaged in legal, quasi-judicial, or law enforcement activities where the incumbent prepared documents required for a grand jury investigation, experience coordinating or scheduling grand jurors, experience providing training and/or communicating sensitive information with individuals and/or groups, and/or experience providing complex legal support to attorneys in preparing cases for grand juries.

Applicants must have the ability to operate a personal computer.

All qualification requirements, including the 52 week time-in-grade and time after competitive appointment requirements must be met within 30 days after the closing date of the announcement and before placement in the vacant position.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

EVALUATION METHODS:

Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES:

Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

- 1) Knowledge of legal documents, terminology and procedures. (Describe your experience in performing legal research and the various sources used. Describe the purpose of the research.)
- 2) Knowledge of grand jury laws, regulations, and requirements in order to act as a technical advisor and provide guidance to other staff on legal and administrative matters pertaining to the Grand Jury. (Describe your experience coordinating or working with grand juries and in what setting, i.e., Federal, state, etc. What was your level of involvement? What guidance did you give and to whom? Describe your knowledge of grand jury laws and requirements.)
- 3) Ability to work independently and effectively organize and prioritize work. (Describe the level of responsibility you have in your current position and the types of projects that you complete independently. Describe your ability to set and manage multiple priorities. Describe how you lead or take initiative to complete projects.)

- 4) Ability to establish rapport, communicate effectively, persuade and gain the cooperation of others, and maintain good public relations. (Describe the type of communication and the organization setting. Describe how you used your communication skills in providing training, conveying sensitive information, gaining cooperation, or in difficult situations.)
- 5) Skill in the use of office automation hardware/software to produce documents. (Describe types of hardware and software programs used and for what purpose they were used and/or what products were produced.)

HOW TO APPLY:

Applications received under this announcement will be rated under merit staffing procedures only.

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it (if using education to meet qualification requirements, a transcript is required)

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS (if applicable):

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

OTHER DOCUMENTATION:

- a) A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)
- b) A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. Applicants are encouraged to provide an e-mail address in their application package. The e-mail address will be used to notify applicants on the status of their application. If no e-mail address is provided, applicants will be notified via regular mail.

OTHER INFORMATION:

Applications must be received no later than the closing date of this announcement in accordance with the instructions listed earlier in this announcement. Failure to submit all required documents may result in a lower ranking in the evaluation process.

Relocation expenses are not authorized.

The announcement number (**09-EDCA-04**) must be indicated on the application package or it will not be considered.

Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. 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 on the basis of merit within the Department of Justice.