

**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/OCDETF), 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-06

AREA OF CONSIDERATION: Current permanent competitive service employees of the U.S. Attorney's Office, Eastern District of California, Sacramento office only, including permanent competitive service employees assigned to the Organized Crime Drug Enforcement Task Force in the Sacramento office.

OPENING DATE: 6/15/2009

CLOSING DATE: 6/19/2009

DUTY LOCATION(S): United States Attorney's Office, Organized Crime Drug Enforcement Task Force, 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:

Serves as the primary assistant in the area of Organized Crime Drug Enforcement Task Force (OCDETF) for the Sacramento Office. Serves as the focal point providing expert advice on legal support work. Performs the most difficult and complex support assignments for Assistant United States Attorneys (AUSAs).

Maintains current knowledge of regulations, laws, and requirements applicable to OCDETF. Researches case files and/or makes appropriate inquiries to AUSAs, other legal support staff, and/or agents to identify and maintain the status of cases with organized crime/drug activity. Prepares narrative summaries of cases.

Monitors and tracks OCDETF activity within the office, performs research, compiles data, and prepares reports. Prepares Disposition and Sentencing Reports. Plans, organizes, and coordinates events to promote the OCDETF program.

Provides a variety of direct legal support services to one or more AUSAs. Performs legal research, verifies citations and statutory references contained in legal documents. Compiles, organizes, and indexes various evidentiary exhibits for trial.

Reviews incoming material and determines the need for correspondence and legal documents, such as motions, orders, pleadings, and subpoenas. Prepares a wide variety of legal documents, many of which are voluminous and complex in format.

Produces a variety of written documents and materials 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 is defined as work experience which demonstrates the ability to perform interrelated and nonstandard legal support work relating to planning, coordinating, and resolving problems relating to OCDETF processes. 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 performed complex assistance work such as reviewing reports, performing legal research to verify citations and statutory references or to prepare case summaries, tracking and reporting on complex data, preparing documents required for OCDETF investigations and/or reports, experience assisting and/or coordinating and scheduling OCDETF events; and/or experience directly supporting attorneys assigned to OCDETF.

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 reference materials and ability to perform legal research to prepare summaries of cases and verify citations. (Describe your experience in performing legal research and the various sources used. Describe the purpose of the research.)
- 2) Ability to compile, organize, and manage records and other evidence to assist in trial preparation and prepare reports. (Specify the database programs or other sources used and how you used them. Describe the type of reports prepared and the scope of your responsibility in preparing them. Describe your level of assistance in trial preparation.)
- 3) Ability to communicate orally with tact and discretion in order to provide advice and case information to various individuals or groups. (Describe the type of communication and the organization setting. Describe how you used your communication skills in conveying sensitive information or in difficult situations.)
- 4) Ability to communicate effectively in writing in order to prepare summaries and other legal documents. (Describe the types and complexity of legal documents developed and prepared.)
- 5) Knowledge of various software programs and applications to include various computerized databases for trial preparation. (Describe the types of 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-06)** 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.