

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



Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Legal Assistant (OA/OCDETF), GS-0986-6/7

SALARY RANGE: GS-6: \$36,611.00 - \$47,592.00 per year*
GS-7: \$40,685.00 - \$52,891.00 per year*

***NOTE:** Salary range contains multiple grades and steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment. This position is full time.

PROMOTION POTENTIAL (IF ANY) TO: This position has known promotion potential to GS-986-8. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties and supervisory certification that the intern has developed (GS-7) or is fully proficient at performing (GS-8) key components of the KSA-Based Learning Objectives.

VACANCY ANNOUNCEMENT NUMBER: 09-EDCA-FCIP-04

AREA OF CONSIDERATION: Any U.S. Citizen

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: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

Applications may be submitted to the mailing address listed above 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 postage or by facsimile will not be considered.

DUTIES:

Serves as a trainee in the position of the primary legal assistant for the Organized Crime Drug Enforcement Task Force (OCDETF) for the United States Attorney's Office, Eastern District of California, Sacramento Office. In a developmental capacity, performs increasingly difficult and complex support assignments for Assistant United States Attorneys (AUSAs). At the full performance level of the position, will serve as the focal point providing expert advice on legal support work pertaining to OCDETF.

Develops and 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.

Provides a variety of direct clerical and administrative support to serviced AUSA staff.

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 must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions issued by the Office of Personnel Management. This information is available for your review on OPM's web site at <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>

GS-06: Applicants at the GS-06 level must have one year of specialized experience equivalent to the GS-05 level. Specialized experience at this level may include: clerical/secretarial, technical, administrative or investigative experience that demonstrates (1) ability to apply a body of rules, regulations, precedents, and procedures, (2) a knowledge of legal documents and legal or judicial processes, and (3) perform interrelated and nonstandard legal support work relating to the control and administration of the OCDETF matters. Examples of specialized experience 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 gained knowledge and exposure to drug task force processes and procedures; and/or experience providing legal support to attorneys in preparing documents in cases related to OCDETF.

GS-07: Applicants at the GS-07 level must have one year of specialized experience equivalent to the GS-06 level. To qualify for consideration at the GS-7 level, specialized experience is further 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 prepared 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, to include preparing legal documents and correspondence for OCDETF cases.

Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained as a part-time for full-time occupation. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Applicants must meet all qualification requirements by the closing date of the vacancy announcement.

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. Preference eligibles determined to be at least minimally qualified will receive additional points as appropriate. Qualified candidates will be referred to the selecting official in score order. Candidates with the same score will be referred in preference order. A preference eligible may not be passed over to select a non-preference eligible with the same or a lower total score. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience.

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.)

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may adversely affect the determination that you meet minimum qualification requirements and/or your referral to the selecting official.

INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

- **Agreement** - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.
- **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.
- **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of “Skill Level 3 (Fully Proficient)” on each critical KSA of the IDP.

Conversion to Career/Career-Conditional Appointment - The federal career intern program is a two year excepted service appointment. The two years are considered a trial period and continued employment is subject to meeting all requirements of the program. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the internship, your employment will be terminated.

Competitive service employees of United States Attorney’s Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program with no break in service, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney’s Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

HOW TO APPLY:

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), a resume, or any other written

format that describes your job-related qualifications. 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) Veteran’s 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

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:

- 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).

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.

VETERAN'S PREFERENCE: Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application for 10-Point Veteran's Preference (SF-15), a official statement from the Department of Veterans Affairs or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Standard Form 15 (SF-15) Application for 10-Point Veteran Preference (Revised December 2004). For detailed information regarding veteran's preference categories and information on how to obtain forms, please refer to the veterans guide on the Office of Personnel Management (OPM) website at: <http://www.opm.gov/employ/veterans/html/vetsinfo.asp>

AGENCY REQUIREMENTS AND OTHER INFORMATION:

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

Payment of relocation expenses will not be authorized.

The announcement number, **09-EDCA-FCIP-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 envelope, using Government postage, and those transmitted to a Government fax machine.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment.

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.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

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.

BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers many optional health insurance plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

Federal Holidays - You will be paid for federal holidays that fall within your regularly scheduled tour of duty. For additional information visit: <http://www.opm.gov/fedhol/index.asp>.

This link provides an overview of the benefits currently offered to Federal employees:
<http://www.usajobs.opm.gov/ei61.asp>