

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

TITLE, SERIES, GRADE: Paralegal Specialist, GS-950-9

***STARTING SALARY:** GS-9: \$46,625 - \$60,612

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.

PROMOTION POTENTIAL:** This position will be filled initially at the GS-9 level (see "Starting Salary" range above); however ***the position has promotion potential to GS-950-11, with a current salary range of \$56,411 - \$73,329.

Salary ranges for both grade levels will also be subject to a cost-of-living increase effective January 2010.

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 or is fully proficient at performing key components of the KSA-Based Learning Objectives associated with higher grade levels of the position.

VACANCY ANNOUNCEMENT NUMBER: **10-SDGA- 02-FCIP**
OPENING DATE: 11/20/2009
CLOSING DATE: 12/4/2009

DUTY LOCATION: United States Attorney's Office, Southern District of Georgia, Augusta, Georgia

NUMBER OF VACANCIES: One (1)

CONTACT: Guerry Notte
Phone #: (404)581-6282
TDD #: (912)652-4800

Send your application package to:

Guerry Notte
Deputy Administrative Officer
USAO-SDGA@NDGA
75 Spring Street, SW, #411
Atlanta, GA 30303

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

WHO MAY APPLY: All U.S. Citizens

- **All of the information necessary to apply for this position is contained in this vacancy announcement. Please read it carefully from beginning to end.**
- **Only hard copy applications will be accepted (no e-mailed or faxed applications will be accepted).**
- **If you want confirmation of receipt of your application, please make arrangements for this through the delivery service you use to send your application to us.**
- **Moving Expenses are NOT authorized.**
- **Occasional Travel May be Required.**

DUTIES:

The incumbent serves as a Paralegal Specialist in the Civil Division performing a variety of complex paralegal assignments in support of one or more Assistant United States Attorneys involved in civil litigation, including, but not limited to, bankruptcy litigation. The work involves: conducting legal research and analysis; determining the need for, preparing, and maintaining legal documents such as summonses, complaints, answers, motions, settlement agreements, stipulations, affidavits, releases, interrogatories, orders, etc.; interviewing agents, agency personnel, and potential witnesses; providing litigative case management; and, providing an array of other substantive, legal assistance and support work for Assistant United States Attorneys.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - *To qualify for a GS-9:*

To qualify for the GS-9 level, applicants must have at least one year of specialized experience equivalent to the GS-7 level. *Specialized experience is defined as that which has resulted in the ability to provide direct assistance to Attorneys in preparation for Federal court by analyzing and summarizing evidence to support cases; and which has provided experience performing detailed fact-finding which requires use of analytical problem-solving methods and techniques, and researching and drafting trial briefs.*

Applicants must meet all qualification requirements by the closing date.

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.

SELECTIVE PLACEMENT FACTOR: You must address the following selective placement factor on a separate sheet of paper, or within your application, using specific, illustrative examples. If you do not meet the selective placement factor, you will be rated “not qualified.”

- Ability to analyze legal issues and conduct legal research.

2. EVALUATION METHOD -

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.

Knowledge, Skills and Abilities:

- A) Ability to analyze legal issues and conduct legal research.
- B) Ability to draft legal documents and correspondence.
- C) Ability to communicate orally.
- D) Knowledge of the litigation system to include court rules, processes, and procedures.
- E) Skill in the use of Office Automation Hardware/Software and Automated Legal Research /Case Management Systems.

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 result in a lower score in the evaluation process.

3. 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 A 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 is 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.

4. HOW TO APPLY

- Submit an Optional Application for Federal Employment (OF-612), OR 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>
- A separate narrative statement addressing the required, knowledge, skill and abilities (KSAs) listed in #2 above.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an 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 as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at <http://www.opm.gov/veterans/>

6. AGENCY REQUIREMENTS AND INFORMATION -

Payment of relocation expenses will not be authorized.

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be 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.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, 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. 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.

8. BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following link provides an overview of benefits that may be offered to Federal employees: <http://www.usajobs.opm.gov/ei61.asp>.