

**TERM ASSISTANT UNITED STATES ATTORNEY (AUSA)
UNITED STATES ATTORNEY'S OFFICE
WESTERN DISTRICT OF WISCONSIN
Vacancy Announcement Number: 13-WDWI-01**

About the Office:

The United States Attorney's Office prosecutes and defends the United States' interest in civil cases and prosecutes criminal offenses. The United States Attorney's Office for the Western District of Wisconsin is located in Madison, Wisconsin.

Responsibilities and Opportunity Offered:

The United States Attorney's Office is seeking applications for a **12-month term Assistant United States Attorney (AUSA)**. This **AUSA** will be assigned to the **Civil Division** and will have the opportunity to represent the United States in civil actions in federal and state court. This position offers the opportunity to perform public service, while also obtaining valuable legal experience.

The responsibilities of this **AUSA** may include researching legal issues, drafting legal memoranda, drafting and responding to discovery requests, document review and organization, taking or defending depositions, and representing the United States as primary and/or secondary counsel in federal, state, and bankruptcy court proceedings. Case assignments may include, but are not limited to, tort cases, actions defending the federal government and its officials from constitutional and procedural challenges (including *habeas corpus* and *Bivens* cases), actions brought under the Freedom of Information Act, actions seeking review of administrative actions of federal agencies, actions to defend and/or enforce subpoenas, and the collection of debts owed to the government, including subrogation and student loan cases.

Qualifications:

Required qualifications: All applicants must be U.S. Citizens. Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least one (1) year post-J.D. experience.

Preferred qualifications: Because the AUSA may represent the United States' interests in some state court proceedings, preferred qualifications will include candidates who are also a member of the Wisconsin Bar.

Applicants must: demonstrate strong analytical skills, as well as strong research and interpersonal skills; possess excellent oral and written communication skills, good judgment, and the ability to work in a supportive, professional manner with other attorneys, support staff, investigators, and client agencies; have a demonstrated capacity to function, with minimal guidance, in a highly demanding environment; and possess computer literacy skills.

Security Requirements: A Limited Background Investigation will be conducted on all applicants that are tentatively appointed. This includes fingerprints and a credit check.

Travel:

Occasional travel, both within and outside the District, may be required.

Salary Information:

This is a one-year appointment. AUSA pay is administratively determined based, in part, on the number of years of professional attorney experience and available funds. Salary for this position will range from a base of \$44,581 to \$82,000 based on full-time employment.

Location:

The duty location is Madison, Wisconsin's capital city. For more information about Madison visit: <http://www.visitmadison.com>

Relocation Expenses:

Relocation expenses will not be authorized.

Application Process and Deadline Date:

Interested persons should address a cover letter and resume, both in pdf format, to the attention of United States Attorney John W. Vaudreuil, and send their cover letter and resume to: usawiw.webmaster@usdoj.gov.

No telephone calls or e-mail inquiries please. *Writing samples, transcripts, references, and additional information may be requested after the review and consideration of the submitted cover letter and resume.*

All required documents must be received by Wednesday, March 6, 2013, although applications received after that date may be considered until the position is filled.

NOTE:

Please include the vacancy announcement number listed at the top of this announcement on your cover letter.

Internet Sites:

Other information about the U.S. Attorney's Office for the Western District of Wisconsin can be found at <http://www.justice.gov/usao/wiw/> This and other Department of Justice attorney vacancy announcements can be found at: <http://www.justice.gov/careers/legal/attvacancies.html>

Department Policies:

Assistant United States Attorneys generally must reside in the district to which he or she is appointed or within 25 miles thereof. See 28 U.S.C. § 545 for district-specific information.

All initial attorney appointments to the Department of Justice are made on a time-limited (temporary) basis. Temporary appointments may, or may not, be extended or made permanent without further competition.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. 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, status as a parent, membership or non-membership 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. 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. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable

accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, http://www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10 point preferences and the required supporting documents). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

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The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.