

Department: Department Of Justice

Agency: Justice, Offices, Boards and Divisions

Job Announcement Number: 10-TAX-010d-DEU

[Overview](#)

Paralegal Specialist

Open Period: 3/11/2010 to 4/10/2010

Salary Range: 42209 to 54875 USD Per Year

Series & Grade: GS-0950-07

Position Information: Full-Time

Federal Career Intern - Individuals are appointed for a 2-year internship at the GS-7 level. After successful completion of the program you may be converted non-competitively to a permanent position.

Promotion Potential: 11

Duty Location: 9 vacancies - Washington DC Metro Area, DC

Who May Be Considered:

Applications will be accepted from students who completed a Bachelor's or Graduate degree from an accredited college or university or who will complete all of their requirements within the next six months may apply for the Career Intern Program.

Job Summary:

This vacancy announcement has been amended to extend the closing date to April 10, 2010.

[Duties](#)

Major Duties:

CRIMINAL ENFORCEMENT SECTIONS

Two positions are located in the Criminal Enforcement Sections of the Tax Division. As a Paralegal Specialist you will aid attorneys in preparing and briefing criminal tax cases, including conducting factual and legal research; summarizing transcripts; digesting records; preparing statements of fact; analyzing documents; organizing materials and preparing synopses; preparing legal memoranda directed to issues raised in defendants' briefs; analyzing a variety of legal questions; preparing tables of contents, indexes, and tables of authorities for briefs and other documents; verifying citations and legal references; reviewing and researching citations, footnotes, textual references, and other entries for accuracy. You will also be responsible for preparing memoranda addressing legal questions raised in other contexts; drafting motions and responses to

motions; preparing legislative histories; and, preparing the weekly, quarterly and yearly reports. This job will require some travel, some of which may be extensive as all trials take place outside the metropolitan DC area.

CIVIL TRIAL SECTIONS

Seven positions are located in the Civil Trial Sections of the Tax Division. As a Paralegal Specialist you will be responsible for conducting basic legal and factual research using print and electronic sources and databases (e.g., Westlaw, Lexis). Drafting routine pleadings, motions, discovery, and correspondence. In bankruptcy cases, coordinating with IRS Technical support and preparing documents in routine dischargeability cases; preparing technical edits on final version of legal documents, including cite-checking, formatting, westchecking/shephardizing, proofreading, generating tables of contents and authorities; cite checking briefs and documents to ensure that legal citations and references are accurate. Arranging deposition schedules, locations, and necessary logistics (e.g., videoconferencing capabilities), in coordination with opponent(s), court reporter, and witnesses. Preparing, and arranging service of, subpoenas (i.e., deposition/grand jury/trial), and maintaining service log as directed by attorney. Conducting preliminary interviews with sources and potential fact witnesses, as directed by attorney; redacting documents electronically using appropriate software, and preparing privilege log, as directed by attorney.

[Benefits and Other Information](#)

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Qualifications and Evaluation

Qualifications:

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at <http://www.opm.gov/qualifications/index.asp>. You must meet all qualification requirements by the closing date of this vacancy announcement.

GS-7 Qualification Requirements: GS-7: Applicants must meet at least one of the qualification requirements described under A, B, or C below:

EDUCATION (Undergraduate and/or Graduate):

SUPERIOR ACADEMIC ACHIEVEMENT PROVISIONS: A bachelor's degree in any field, plus at least one of the following superior academic achievement provisions:

1. A grade-point average (GPA) of B (3.0 or higher on a 4.0 scale) for all completed undergraduate courses, or courses completed in the last two years of undergraduate curriculum; **OR**
2. A grade-point average (GPA) of B+ (3.5 or higher on a 4.0 scale) for the required courses in your major completed in the last two years of undergraduate study; or,
3. Rank in the upper one-third of your class in the college, university, or major subdivision at the time of application; **OR**
4. Election to membership in a national scholastic honor society, other than freshman honor societies. Honor societies that have been approved are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991).

To verify your claim for this provision, please submit a college transcript(s) showing that you maintained a grade point average (GPA) of 3.0 or higher out of

*a possible 4.0 for all 4 years of undergraduate courses, or, on all undergraduate courses completed during the final 2 years of your curriculum, including all transferred courses. **Note:** GPAs are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9. If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail or similar basis, your claim must be based on class standing or membership in an honor society.*

GRADUATE EDUCATION: One full year of graduate level study, or a master's or higher degree, e.g., LL.B, J.D., LL.M., Ph.D., etc. To verify your claim for meeting this criteria, please submit a graduate transcript(s). **OR**

B. SPECIALIZED EXPERIENCE: To qualify at the GS-7 level, you must possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-5 grade level in the Federal service assisting with developing, authorizing or examining claims or applications that required resolving conflicting data and interpreting a body of laws, rules, regulations and policies; or preparing or reviewing contracts or other legal instruments of legal adequacy and conformance with applicable laws; or selecting and analyzing information to determine the intent of statutes, treaties, and executive orders or legal decisions, opinions, and rulings; or investigating and analyzing evidence of alleged or suspected violations of laws or regulations. **OR**

COMBINATION OF GRADUATE EDUCATION AND EXPERIENCE: Less than the full amount of graduate education described in 'A' and less than the amount of experience described in 'B', but have a combination of the type of graduate education described in 'A' and the type of experience described in 'B'. (First determine your total qualifying specialized experience as a percentage of the experience required for this grade level (in this case, one year). Then determine your total number of successfully completed graduate semester hours as a percentage of education required for this grade level (in this case, 18 semester hours, or whatever amount your school has determined to equal one full year). Then add the percentages. The total percentage must equal at least 100 percent to qualify under this provision.)

SPECIAL INSTRUCTIONS FOR FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the above requirements. You must show proof that the education credentials have been submitted to a private organization that specializes in interpretation of foreign educational credentials and that such education has been deemed to be at least equivalent to that gained in conventional U.S. education programs; or an accredited U.S. state university reports the other institution as one whose transcripts is given full value, or full value is given in subject areas applicable to the curricula at the state university. It is your responsibility to provide such evidence when applying. Failure to provide your foreign education evaluation(s) will result in you not receiving consideration for this position, and you will receive an ineligible rating. For a listing of accredited agencies, please see www.naces.org/members.htm.

APPLICANTS PLEASE NOTE: Education must be from an institution accredited by an accrediting agency by the U.S. Department of Education. For a listing of accredited agencies, please see: www.naces.org/members.htm.

Applicants using education to qualify must submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received. An unofficial transcript is acceptable to qualify, but it must include your full name and you may be asked to submit an official transcript prior to appointment, if you are selected.

VETERANS PREFERENCE (TP, CP, CPS, XP):

If you are eligible for veterans' preference you must provide supporting documentation with your resume (e.g., a DD-214 or other substantiating documentation). For more information on Veterans Preference, please visit: <http://www.opm.gov/employ/veterans/html/vetinfor.asp>.

NOTE: If you are currently on active duty and do not have a DD-214, you must provide an official 'Statement of Service' from your Command. Effective on October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans. Reservists who are retired from the Reserves but are not receiving retired pay are not considered 'retired military' for purposes of Veterans' preference. For more information on Veterans Preference, please visit: <http://www.opm.gov/employ/veterans/html/vetinfor.asp>.

How Will You Be Evaluated:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements.

To determine if you are among the best qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. Qualified candidates will be assigned to a quality category grouping. The category assignment is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position; **OR** if your application is incomplete, you will be assigned to a category grouping commensurate to your described experience. Please follow instructions carefully. Errors or omissions may affect your rating.

BASIS OF REFERRAL: Applicants will be ranked and referred based on quality category groups. However, like the traditional rating processes, veterans will still be granted preference but not additional points. Veterans are automatically placed at the top of each quality category group. Selecting officials must select the available veterans before considering any non-veterans.

Instructions for completing the Occupational Questionnaire/Assessment

Questionnaire: You must complete the Occupational questionnaire/Assessment Questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions.

Submit your answers to the questionnaire on Form C (OPM Form 1203-FX). To obtain the Form C (OPM Form 1203-FX) on the web, you can print the form from <http://www.opm.gov/forms/pdfimage/opm1203.fx.pdf>. You can also obtain this form from the Office of Personnel Management (OPM) main web page at <http://www.opm.gov>. Click on these links: Site Index; Forms; Office of Personnel Management (OPM) Forms; and finally OPM 1203 FX.

Instructions for answering the questions in the Occupational Questionnaire:

Please use a #2 pencil to mark your responses on the OPM Form 1203-FX

Social Security Number - We need your Social Security Number to maintain your records. Executive Order 9397 authorizes the Office of Personnel Management to use this number in keeping records. We may also use this number to make requests for information about you from employers, schools, banks and others. Giving us your Social Security Number is **voluntary**.

Vacancy Identification Number

Enter the Vacancy Identification Number: 10-TAX-10d-DEU

Section 1: Enter - Paralegal Specialist

Section 2: **BIOGRAPHIC DATA** - All information is required

Section 3: **E-MAIL ADDRESS** - If you have an e-mail address, please enter it here.

Section 4: **WORK INFORMATION** - leave this section blank.

Section 5: **EMPLOYMENT AVAILABILITY** - leave this section blank.

Section 6: **CITIZENSHIP** - Are you a citizen of the United States?

Section 7: **BACKGROUND INFORMATION** - leave this section blank.

Section 8: **OTHER INFORMATION** - self explanatory

Section 9: **LANGUAGES** - leave this section blank.

Section 10: **LOWEST GRADE** - Enter the lowest grade (07) you will accept for this position.

Section 11: **MISCELLANEOUS INFORMATION** - leave this section blank.

Section 12: **SPECIAL KNOWLEDGE** - leave this section blank.

Section 13: **TEST LOCATION** - leave this section blank.

Section 14: **VETERAN PREFERENCE CLAIM**

Section 15: **DATES OF ACTIVE DUTY - MILITARY SERVICE**

Section 16: **AVAILABILITY DATE** - leave this section blank.

Section 17: **SERVICE COMPUTATION DATE** - leave this section blank.

Section 18: **OTHER DATE INFORMATION** - leave this section blank.

Section 19: **JOB PREFERENCE** - leave this section blank.

Section 20: **OCCUPATIONAL SPECIALTIES** - The specialty code for this position is: 001

Section 21: **GEOGRAPHIC AVAILABILITY** - The location code for this position is: 0675 Washington DC Metro Area, DC

Section 22: **INDICATE IF YOU ARE REQUESTING CONSIDERATION FOR EITHER THE CAREER TRANSITION ASSISTANCE PLAN OR INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN**

Section 23: **JOB RELATED EXPERIENCE** - leave this section blank.

Section 24: **PERSONAL BACKGROUND INFORMATION** The categories (items 1-6) below provide descriptions of race and national origins. Select the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. Please select only one by shading in the circle next to the number corresponding to the category.

01 American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.

02 Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

03 Black, not of Hispanic origin - A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

04 Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.

05 White, not of Hispanic origin - A person having origins in any of the original peoples of Europe, North America, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

06 A person not included in another category.

PRIMARY GEOGRAPHIC ZONE Select the Zone (items 7-15) which includes your first choice for location of employment. This designation is for statistical use only and will not affect your actual consideration for employment. Your geographic area of consideration will be determined by your entries in Section 21, GEOGRAPHIC AVAILABILITY. Please select only one and darken the appropriate circle next to the number corresponding to your selection.

07 ATLANTA ZONE includes Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

08 CHICAGO ZONE includes Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, and Wisconsin.

09 DALLAS ZONE includes Arizona, Arkansas, Colorado, Louisiana, Montana, New Mexico, Oklahoma, Texas, Utah, and Wyoming

10 PHILADELPHIA ZONE includes Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

11 SAN FRANCISCO ZONE includes California, Idaho, Nevada, Oregon, and Washington.

12 ALASKA ZONE includes the State of Alaska.

13 CARIBBEAN ZONE includes Puerto Rico and the Virgin Islands.

14 HAWAII ZONE includes the State of Hawaii and Pacific overseas area.

15 WASHINGTON, DC, ZONE - Washington, DC, metropolitan area (Charles, Montgomery, and Prince George's Counties in Maryland; Arlington, Fairfax, Prince William, King George, Stafford, and Loudoun Counties and Falls Church, Alexandria, and Fairfax cities in Virginia) and Atlantic overseas area (African, European, Middle Eastern, and Central and South American countries.)

Section 25: OCCUPATIONAL/ ASSESSMENT QUESTIONS - Mark only 1 response for each question.

EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. ALL QUESTIONS MUST BE ANSWERED. Record your answers in Section 25.

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Paralegal Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have completed a 4-year course of study leading to a bachelor's degree or I possess a bachelor's degree.

B. I have completed education beyond the bachelor's degree, e.g., graduate study, master's degree, LL.B., J.D., LL.M., Ph.D.

C. I have at least one year of work experience that involved developing, authorizing or examining claims or applications that required resolving conflicting data and interpreting a body of laws, rules, regulations and policies; or preparing or reviewing contracts or other legal instruments for legal adequacy and conformance with applicable laws; or selecting and analyzing information to determine the intent of statutes, treaties, and executive orders or legal decisions, opinions, and rulings; or investigating and analyzing evidence of alleged or suspected violations of laws or regulations.

D. My work primarily involved maintaining files, routing telephone calls, typing, and tracking leave and attendance.

E. I have three years of experience that involved analyzing problems to identify significant factors or issues, gathering pertinent data, identifying and recognizing solutions, planning and organizing work and communicating effectively orally and in writing.

F. I have at least 3 years of post-high school education as described in 'A' above and at least 3 months of experience as described in 'C'.

G. I have less than 4 years of post-high school education or a bachelor's degree and less than the experience described in 'E,' but I have a combination of education and the type of experience described in 'E.' (See qualifications section above to on how to combine education and experience. The source of these instructions is the OPM Qualifications Handbook.)

H. My education and/or experience is not reflected in any of the above statements.

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Paralegal Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have a bachelor's degree and superior academic achievement. (See qualifications section above to for more information on the Superior Academic Achievement provision. This information is derived from the OPM Qualifications Handbook.)

B. I have one full year of graduate level study, or possess a Master's or higher degree, e.g., LL.B, J.D., LL.M., Ph.D, in law or a legal field that provided the knowledge, skills, and abilities to do the work of the position. (See qualifications section above to for more information on how to determine one academic year of graduate level study. This information is derived from the OPM Qualifications Handbook.)

C. I have at least one year of work experience that involved developing, authorizing or examining claims or applications that required resolving conflicting data and interpreting a body of laws, rules, regulations and policies; or preparing or reviewing contracts or other legal instruments for legal adequacy and conformance with applicable laws; or selecting and analyzing information to determine the intent of statutes, treaties, and executive orders or legal decisions, opinions, and rulings; or investigating and analyzing evidence of alleged or suspected violations of laws or regulations.

D. I have at least one year of experience in analyzing problems to identify significant factors or issues, gathering pertinent data, identifying and recognizing solutions, planning and organizing work and communicating effectively orally and in writing.

E. I have less than the full amount of graduate education described in 'B' and less than the amount of experience described in 'C', but I have a combination of the type of graduate education described in 'B' and the kind of experience described in 'C.' (See qualifications section above to on how to combine education and experience. The source of these instructions is the OPM Qualifications Handbook.)

F. My education and/or experience is not reflected in any of the above statements.

3. Please fill in 'A' for this question.

4. Please fill in 'A' for this question.

5. Please fill in 'A' for this question.

The following questions ask you to describe your educational background, your work, and other experiences in specific areas which relate to successful job performance. You are to choose one answer to each question from among the alternatives presented. Then, record your answers in Section 25 on OPM Form 1203-FX **beginning at Item 6**. Do not mark more than one answer for each question. Multiple answers will not be counted. Do not omit answers unless instructed to do so. Other omissions may decrease your score.

6. During high school (grades 9 - 12), I made the semester honor roll:

- A. = never
- B. = once or twice
- C. = three or four times
- D. = five or six times
- E. = seven or eight times

7. The high school grade I most often received was:

- A. = A
- B. = B
- C. = C
- D. = D or lower
- E. = I do not remember

IF YOU DID NOT ATTEND COLLEGE, PLEASE SKIP TO ITEM 9.

8. The college grade I most often received was:

- A. = A
- B. = B
- C. = C
- D. = D or lower
- E. = I do not remember

9. In the past three years the number of different paying jobs I have held for more than two weeks is:

A. = 7 or more

B. = 5 - 6

C. = 3 - 4

D. = 1 - 2

E. = none

10. I have been employed in work similar to that of the job covered by this examination:

A. = never employed in a similar job

B. = less than 1 year

C. = 1 - 2 years

D. = 3 - 4 years

E. = over 5 years

11. In the past three years, my primary work experience has been in:

A. = professional or administrative occupations

B. = clerical or sales occupations

C. = service occupations

D. = trades or labor occupations

E. = not employed in the past three years

12. On my present or most recent job, my supervisor rated me as:

A. = outstanding

B. = above average

C. = average

D. = below average

E. = not employed or received no rating

13. In the past three years the number of jobs I have been fired from is:

A. = 5 or more

B. = 3 to 4

C. = 2

D.= 1

E. = none

14. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:

A. = none

B. = 1

C. = 2 or 3

D. = 4 to 6

E. = 7 or more

15. In organizations to which I belong, my participation is best described as:

A. = do not belong to any organizations

B. = not very active

C. = a regular member but not an office holder

D. = have held at least one important office

E. = have held several important offices

16. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:

A. = superior

B. = above average

C. = average

D. = below average

E. = do not know

ACCOMPLISHMENTS

The questions in this part relate to fundamental competencies, such as problem solving, that are required for the job for which you are applying.

Please answer each question '**A**' for **YES** or '**B**' for **NO**.

Keep in mind the following:

Some questions refer to 'work' experience. **Unless otherwise stated**, this includes experience you have gained through:

- School,
- Volunteer work,
- Military service,
- Paid employment,
- Hobbies, or
- Professional, charitable, religious, community, social, or other organizations.

2) Some questions include examples to help show the broad range of accomplishments and experience applicants might have. **Read the entire question using the examples as a guide, but do not base your answers solely on the examples.**

Some questions ask you if you received a grade of B or above in your schoolwork. On an A, B, C, D, F scale, a grade of B or above is considered an above average grade. If you were graded on a different scale, use the equivalent of a B or above on the type of scale on which you were graded.

Answer all questions to the best of your ability. Your responses are subject to verification through background checks, job interviews, and any other information obtained during the application process. Untruthful responses or any

attempt to conceal information can result in your removal from a Federal job and in you being barred from seeking Federal employment in the future.

17. Have you successfully done work that involved writing technical or legal reports, or translating technical or other complex material into language that was more easily understood?

18. Have you successfully done work that regularly involved discussing sensitive information with others, or interviewing or surveying people, either in person or by telephone, to gather information they were reluctant to give?

19. Have you successfully reviewed and evaluated forms, applications, documents, or other information, not including contract proposals or bids, to make determinations (for example, to determine approval or denial of loans, eligibility for claims, etc.)?

20. Have you successfully completed a **large-scale project** (lasting several months or longer) on or ahead of schedule with minimal supervision?

21. Have you received formal recognition for providing good service to customers or clients (for example, received an award, a letter of commendation, an excellent performance appraisal rating, etc.)?

22. Have you identified and solved a problem with a procedure, product, or service that benefited the organization (for example, saved the organization time or money, increased sales, reduced errors, etc.)?

23. Have you received formal recognition for your ability to work well with others (for example, received a letter of recommendation or appreciation, an excellent performance appraisal rating, etc.)?

24. Do you regularly monitor your progress toward achieving your career goals (for example, by initiating discussions about your career goals with your supervisor, employee counselor, mentor, etc.)?

25. Have you successfully done work that regularly involved interacting with customers, clients, co-workers, or supervisors who were especially difficult to get along with?

26. Have you successfully done work where your supervisor regularly relied on you to make decisions while he or she was in meetings or out of the office?

27. Have you successfully completed a complex research project that included collecting and analyzing information, and reporting conclusions or recommendations?

28. Have you successfully done work that **regularly** involved informally providing oral explanations of technical information or other complex information, such as regulations, policies, or procedures?

29. Have you successfully done work that regularly involved making decisions about disclosure of sensitive or confidential information?
30. Have you been requested to take on additional responsibilities because of your ability to manage your own work effectively?
31. Have you successfully done work that involved making personnel decisions (for example, who to hire, promote, or discipline) or deciding how to allocate equipment, materials, staff, etc.?
32. Have you successfully done work that **only occasionally** involved helping others work out their problems (for example, worked as a resident advisor in a dorm, camp counselor, etc.)?
33. Have you often been asked to proofread or edit the writing of others for content, punctuation, spelling, and grammar?
34. In high school, did you have an overall grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors?
35. Have you successfully planned activities for nonwork groups (for example, athletic teams, professional associations, religious groups, etc.)?
36. Have you worked on a team that produced measurable improvements (for example, an increase in production, quality, customer satisfaction, or a decrease in costs, number of injuries, complaints, etc.)?
37. Have you broken a sales record or a similar record, regularly exceeded quotas or similar productivity standards, or received formal recognition for doing work that surpassed what was expected (for example, received a certificate of appreciation, bonus, etc.)?
38. Have you successfully done work that regularly involved deciding how to handle disorderly people or situations?
39. Have you successfully done work that **regularly** required you to lead or facilitate briefings, meetings, or conferences, or formally present **technical or other complex** information to others?
40. Do you have a professional license or certificate issued by a state or other official or professional licensing board indicating your mastery of a specialized body of knowledge (for example, cosmetology, real estate, certified public accounting, etc.)?
41. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your customer service skills?
42. Have you received favorable feedback about your interpersonal skills when serving as a leader, instructor, or supervisor for academic, religious, community, sports, leisure, or work activities?

43. Have you successfully coordinated work, school, and/or family responsibilities under especially difficult circumstances (for example, you and your spouse worked full time while raising young children, you went to school full time and worked more than 20 hours per week, you worked full time while caring for an elderly parent, etc.)?
44. Have you successfully done work that regularly involved interacting with people, other than your co-workers, from a foreign country or from different ethnic or cultural backgrounds?
45. Have you received formal recognition for solving a work-related problem (for example, received an award, a letter of commendation, etc.)?
46. Have you successfully done work where you played a key role in keeping morale up, fostering team spirit or cooperation, or making a group more productive (for example, worked as a coach, supervisor, campaign manager, etc.)?
47. Have you successfully done work that **often** required you to accommodate last minute requests from customers or clients or to provide quality service in situations where timeliness is critical (for example, worked as a courier or travel agent, worked in newspaper publishing, etc.)?
48. Have you successfully done work that regularly involved relaying messages to co-workers, or providing information or giving simple instructions to customers or the public, either in person or by telephone (for example, worked as a receptionist, dispatcher, etc.)?
49. Have you successfully worked closely with a client over an extended period of time to complete a project or resolve a problem?
50. Have you successfully done work that regularly involved answering questions, gathering nonsensitive information, or providing assistance to others, either in person or by telephone?
51. Have you received favorable feedback about your ability to provide oral instructions or on-the-job training to others, or about your ability to instruct or coach others in athletic, leisure, or community activities?
52. Have you designed or developed something, on your own initiative, to help you or other employees better complete assignments (for example, designed a training manual)?
53. Have you successfully done work that regularly required you to determine resource requirements or monitor the use of resources (for example, staff, space, equipment, supplies, materials, etc.)?

54. Have you received formal recognition (for example, received an award, letter of commendation, etc.) or been given certain assignments because of your ability to work well in a group?
55. Have you successfully done work that regularly involved answering questions, demonstrating a product or service, or providing assistance to customers, clients, or the public?
56. Have you successfully done work that regularly involved conducting quality checks or following up with customers or clients to ensure satisfaction with a product or service?
57. Have you successfully planned or monitored a large-scale project or program that involved several steps that were carried out over an extended period of time?
58. Have you successfully done work that regularly involved determining appropriate products or services for customers or clients?
59. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your self-management skills (for example, time management, goal setting, career development, etc.)?
60. Have you successfully planned an event such as a conference, fundraiser, etc.?
61. Have you successfully done work that regularly involved verifying the accuracy of information or the relevance of information to a problem or a situation (for example, investigative work)?
62. Have you received formal recognition for your written work (for example, received an award, letter of commendation, excellent performance appraisal rating, etc.)?
63. Have you received favorable feedback for oral presentations you have given to management or other officials, or to the public (for example, for speaking at religious services, performing in theatrical productions, etc.)?
64. Have you successfully done work that **frequently** required you to present **nontechnical** information at briefings, meetings, conferences, or hearings?
65. Have you successfully learned a hobby or leisure activity requiring extensive study or use of complex directions (for example, constructing stereo or computer systems, making stained glass objects, etc.)?
66. Have you successfully done work in a setting where the fast pace required employees to assist each other to ensure that quality service or products were provided (for example, worked on an assembly line, in a fast-food restaurant, etc.)?

67. Have you successfully done work that required you to live with others 24 hours a day while working with them toward a common goal (for example, completed a tour of duty on a submarine, worked on a wilderness trail-building team or scientific expedition, etc.)?
68. Have you served on a decision-making board or committee (for example, student governing board, planning board, homeowners' association board, etc.)?
69. Have you devised a strategy to overcome a major setback that successfully enabled you to complete a project on time or within budget?
70. Have you successfully done work that regularly involved planning, prioritizing, scheduling, and monitoring work for **10 or more** people?
71. Have you learned a hobby or leisure activity well enough that others have paid you to do it?
72. Have you suggested or made changes to products or procedures that resulted in better meeting customer needs?
73. Have you successfully dealt with a disruption to regular operations in a way that allowed for completion of the work or continuation of a noncritical service?
74. Have you successfully done work that regularly involved interacting or coordinating with people outside of your immediate work group (for example, people from other offices, departments, organizations, etc.)?
75. Have you successfully done work that regularly involved planning, prioritizing, and monitoring your own work?
76. Have you successfully written reports that presented facts, findings, logical conclusions, and persuasive arguments (for example, wrote a thesis, briefing papers, policy papers, complex research papers, etc.)?
77. Have you written procedures or instructions that others have followed successfully (for example, instruction manuals, survey instructions, training materials, etc.)?
78. Have you done work that involved writing brochures, press releases, or speeches?
79. Have you successfully done work that regularly involved composing letters or writing reports containing several short paragraphs, such as investigation reports, accident reports, performance evaluations, etc.?
80. Have you successfully done work that involved deciding which supplies, equipment, or merchandise to purchase for a group or organization?

81. Have you successfully completed a highly structured, formal training program, **not including an apprenticeship for a trade or craft**, that required you to learn a complex body of information (for example, training for jobs in insurance, law enforcement, real estate, etc.)?
82. Have you effectively served on a problem-solving, planning, or goal-setting committee or team?
83. Have you successfully completed a long-term project outside of work where you were solely responsible for doing the work (for example, completed a thesis, wrote a book that was published, prepared a horse for competition that won a ribbon, restored an antique car, etc.)?
84. Have you successfully done work that **only occasionally** required you to present information at briefings, meetings, conferences, or hearings?
85. Have you learned a hobby or leisure activity well enough that you have been asked to do it for others on a voluntary basis?
86. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your teamwork skills?
87. Have you participated in training classes, workshops, or seminars outside of school that improved your performance at work?

Other Information:

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

If you fax your application, we will not consider it.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

You will be required to serve a probationary period of 2 years.

You will need to successfully complete a background security investigation and drug test before you can be appointed into this position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All Federal employees are required by P.L. 104-134 to have Federal payments made by Direct Deposit.

How to Apply

How to Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Your application will consist of three components. They are:

A written application for employment. You may use an Optional Application for Federal Employment (OF-612), a resume, or submit an alternative format. Your application should include the following information:

JOB INFORMATION--Announcement number, title and grades(s) of the job for which you are applying;

PERSONAL INFORMATION--Full name, mailing address (with ZIP Code), day and evening phone numbers (with area code), social security number, country of citizenship (most Federal jobs require United States citizenship.), veterans' preference, reinstatement eligibility (SF-50 as proof of your career or career-conditional status), highest Federal civilian grade held (also give job series and dates held.);

EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name, city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

WORK EXPERIENCE--Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS--Job-related training courses (title and year). Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested.). Please submit your application package to the appropriate address listed below:

By Overnight Delivery or Certified Mail or Hand Delivery: U.S. Department of Justice, Tax Division, Human Resources Office, Patrick Henry Bldg., Room 10008, 601 D Street, NW, Washington, DC 20004, Attn: Rosalind Epps

By U.S. Mail: U.S. Department of Justice, Tax Division, Human Resources Office, Patrick Henry Bldg., Room 10008, 601 D Street, NW., Washington, DC 20530, ATTN: Rosalind Epps

(2) Occupational Questionnaire/Assessment Questionnaire - **MUST** be completed to receive consideration.

(3) A copy of your undergraduate transcript should be submitted by all applicants;

Contact Information:

Rosalind C. Epps

Phone: (202) 616-1876

Or Write:

Department Of Justice

601 D Street, NW.,

Patrick Henry Bldg.,Room 10008

Washington DC 20530

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