

LEAD LEGAL ASSISTANT
GS-0986-08
U.S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF ENFORCEMENT OPERATIONS
WASHINGTON, DC
15-OEO-JC-051
CLOSING DATE: JULY 20, 2015

About the Office: The Office of Enforcement Operations (OEO) provides investigative and prosecutorial support, legal advice, and statutorily required review and approval in almost 40 distinct subject areas. OEO oversees the use of the most sophisticated investigative tools at the federal government's disposal, including electronic surveillance, the Federal Witness Security Program, media subpoenas, attorney subpoenas and search warrants, and witness immunity requests. OEO provides legal advice to federal, state, and local law enforcement prosecutors and agencies on the above programs and investigative techniques, and assists in developing Department policy on emerging technologies and telecommunications issues. OEO also responds to requests made to the Division for disclosure of information under the Freedom of Information Act and Privacy Act, and serves in a coordinating role for the Division with regard to victim and witness assistance. In addition, OEO supervises the International Prisoner Transfer Program.

Responsibilities and Opportunities Offered: OEO seeks a **current Criminal Division employee** to serve as an Lead Legal Assistant.

This position is located in the Office of Enforcement Operations (OEO), International Prisoner Transfer Unit (IPTU), Criminal Division. Pursuant to 18 U.S.C. §4102(11), the Attorney General has delegated the responsibility for administering the International Prisoner Transfer Program to OEO. The IPTU is responsible for overseeing all aspects of the transfer program and for reviewing and processing all transfer requests, including re-applications and requests for reconsideration. Members of the IPTU work closely with the Federal Bureau of Prisons (BOP), the Department of State, the Administrative Office of the Courts and other federal agencies, foreign governments and state governments to ensure the effective functioning of the transfer program.

As a Lead Legal Assistant you will:

- Prepares correspondence including approval packages, denial letters, and the consent verification letters and documents.
- Coordinates the responses to congressional, citizen and executive correspondence.
- Oversees the handling of mail entering the IPTU to ensure prompt processing and directs to the appropriate staff member for handling.
- Oversees the initial review, processing and assignment of all cases delivered to the IPTU.

- Oversees the data access systems in the IPTU, coordinates access to these systems and trains new IPTU staff members on the operations of the prisoner transfer databases and the rules for the correct entry of data.
- Uses analytical skills to handle all stages necessary for processing of prisoner transfer cases that are submitted to OEO for decision.
- Collects pertinent information and conducts factual research by phone, email and computer to resolve discrepancies and issues in assigned cases.
- Reviews and analyzes all collected information, applicable legal authorities and decisional guidelines to assess if the prisoner is suitable for transfer to his home country to serve the time remaining on his sentence.

Qualifications:

To qualify for the GS-8: You must have at least one year of specialized experience at, or equivalent to, the GS-7 Federal grade level. This experience must include preparing written work products that apply legal principles and agency policies for review by attorneys, summarizing legal and factual materials for attorneys, assisting in legal research, and preparing official legal correspondence.

Time-in-Grade: Federal employees must meet time-in-grade requirements for consideration.

You must meet all qualification requirements by the closing date of this announcement.

Travel: Not Required.

Position and Salary Information: Current salary and years of experience at time of hire will determine the appropriate salary level. The possible ranges for the GS positions are: GS - 08: \$47,684.00 – 61,994.00. See OPM’s Web page at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>

Locations: The position will be located in Washington, DC.

Relocation Expenses: Relocation expenses are not authorized.

Submission Process: The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying [Create an Account](#). You will be able to upload your resume and supporting documents and complete your profile prior to applying.
2. Once you have an account, apply to the USAjobs vacancy: <https://www.usajobs.gov/GetJob/ViewDetails/409170300> .

Internet Sites: This and other Criminal Division vacancy announcements can be found on the Internet at <http://www.justice.gov/criminal/employment/vacancies.html>

For more information about the Criminal Division, please visit <http://www.justice.gov/criminal/>