

PARALEGAL SPECIALIST (GS-0950-11)
PUBLIC INTEGRITY SECTION
CRIMINAL DIVISION
WASHINGTON, DC
15-PIN-MM-052
CLOSING DATE: JULY 25, 2015

About the Office: The Public Integrity Section is a litigating Section of the Criminal Division, Department of Justice, with responsibility for the investigation and prosecution of public corruption and election offenses nationwide. The Section oversees the federal effort to combat corruption through the prosecution of elected and appointed public officials at all levels of government. Section attorneys investigate and prosecute cases against federal, state, and local officials throughout the United States. The Section also has substantial responsibility for the investigation and prosecution of election crimes, campaign financing violations, and conflict of interest crimes.

Responsibilities and Opportunity Offered: As a Paralegal Specialist you will:

- Prepare and organize trial exhibits such as statistical charts, graphs, and maps to be presented in court.
- Review evidence gathered in specific cases and, as needed, prepare subpoenas for additional information required by the investigation. Based on the analysis of information gathered, establish the lines of questioning and prepare specific questions to be asked of witnesses in the Grand Jury.
- Personally interview minor witnesses and assist in the interview of essential witnesses, make recommendations based on those interviews concerning the value of the witness to the Government's case.
- Prepare position statements for the guidance of the agencies serviced. Assist Section Attorneys in their assigned investigations, trials, appeals, and/or special projects.
- Analyze investigative reports to determine if a particular case is supported by sufficient evidence to provide a basis for prosecution.
- Prepare memoranda and reports for review by senior attorneys summarizing the allegations, facts, results of investigations and recommend disposition of particular cases.
- Perform extensive and thorough legal research into the legislative history, precedent cases, decisions, and opinions that may be applicable to particular legal matters; investigate and become thoroughly familiar with subject matter details involved in a case or legal matter.

Qualifications:

Required Qualifications: To qualify at the **GS-11 level**, interested applicants must have at least one year of specialized experience at, or equivalent to, the GS-09 Federal grade level. This specialized experience must include experience assisting attorneys in preparing for trial and all aspect of discovery, performing extensive and thorough legal research, and preparing legal memoranda, pleadings, motion and briefs.

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: Occasional travel may be required.

Salary Information: Current salary and years of experience at time of hire will determine the appropriate salary level. The possible range for the GS-11 position is \$63,722.00 – \$82,840.00. See OPM's Web page at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>

Location: 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.

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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/409932400>.

Internet Sites: For information about the Criminal Division, see <http://www.justice.gov/criminal/>. For more information about PIN and its work, see <http://www.justice.gov/criminal/pin/>.

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

Department Policies: 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 accommodations 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. Determination 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 Attorney's 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 veteran's 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 Apoint@ 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, 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 document(s)). Applicants should note that SF 15 required supporting documentation associated with service-connected disabilities or receipt of non-service-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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