

Below are links to vacancy announcements (DEU and merit staffing) for a **Legal Administrative Specialist, GS-901-9/11**, in the **Criminal Division, Fresno office**. **The announcements open today, Monday, March 20, 2017; however, they have different closing dates. The DEU announcement closes on Friday, March 24, 2017 (5 business days) and the merit staffing announcement closes on Friday, March 31, 2017 (10 business days).** The DEU announcement is open to any U.S. Citizen and the merit staffing announcement is open government-wide to current/former competitive service employees of the federal government and to certain veterans and those eligible for certain non-competitive special hiring authorities.

**PLEASE NOTE (very important!):** The announcements at the links below are announced using the on-line USAJOBS application system. It is very important that interested candidates open the link and read the entire vacancy announcement very carefully (by clicking on each tab in the announcement) in order to read the instructions for how to apply for this position. You are encouraged to apply online. Applying online will allow you to review and track the status of your application. However, if you are unable to apply online, contact Laurie Pablo at (916) 554-2707, Katie Montoya at (916) 554-2765, or me at (916) 554-2749 as soon as possible to arrange an alternative application process. **Applications for vacancies announced through the USAJOBS on-line system are not accepted locally in our office, so please do not submit your applications to either me, Laurie Pablo, Katie Montoya, or to our staffing e-mail inbox.**

If you know anyone who would be interested in applying for this position, please forward this information to them. If you have any questions about the announcements or the on-line process, please let Laurie, Katie, or me know.

It is strongly encouraged that interested applicants not wait until the last minute to submit their application and answer the questionnaire. There have been times when the system may be having problems or technical difficulties so applicants should give themselves ample time to ensure that the application is submitted and processed. Additionally, federal employees who have competitive status who are applying for the merit promotion announcement must submit all required documents (which will be listed in the vacancy announcement), to include a copy of a SF-50 that shows that the applicant has the proper status to be considered under any merit promotion announcement. Failure to submit all required documents may result in the applicant losing consideration for the position.

Here are the links:

**DEU announcement** (This announcement is open to any U.S. Citizen – you do not have to be or have been a federal employee to apply under this announcement – **if you have never been a competitive service federal government employee**, you should apply under this announcement. Current or former Federal employees may also apply under this announcement.) – **this announcement closes on Friday, March 24, 2017:**

<https://www.usajobs.gov/GetJob/ViewDetails/465900100/>

**Merit Staffing announcement** (This announcement is open to current/former competitive service federal employees, as well as certain veterans and those eligible for non-competitive appointment under special hiring authorities – please read the information in the “Who May Be Considered” section to ensure you are eligible to apply under this announcement.) – **this announcement closes on Friday, March 31, 2017:**

<https://www.usajobs.gov/GetJob/ViewDetails/465909200/>