

**Department of Justice
Offices, Boards and Divisions
Tax Division
Vacancy Announcement**

Position: Office Automation Clerk (Student Assistant)
Salary Range: \$24,865 – \$44,293
Series & Grade: GS-326-2 through GS-5
Full Performance Level: GS-5
Open: October 11, 2011 **Close:** October 24, 2011

Major duties:

The Tax Division of the U.S. Department of Justice is seeking eight bright, enthusiastic students with an interest in the legal profession to work 20-40 hours per week in one of the Division's litigating sections. Working with the Division's attorneys, paralegals and legal assistants, you will provide general office clerical support including gathering and entering data in spreadsheets or in database programs, helping to prepare documents, distributing mail, scanning or faxing documents, and providing office and phone coverage. Students may also provide assistance on special projects.

The position requires close attention to detail, initiative, an aptitude in using a variety of computer applications including word processing and spreadsheets and a willingness to work collaboratively with others. Interest in the legal field is desirable but not required. Students will be hired under the government's Student Temporary Employment Program.

Qualifications

You must be currently enrolled on at least a half-time basis (determined by the particular school or university) in an accredited technical, or vocational school or a 2 or 4 year college, university or graduate or professional school; and

You must be able to type at least 40 words per minute. You can self-certify by submitting a statement that you can type at this speed.

The following table shows the amount of education required to qualify for positions covered under OPM's Qualifications Standard for Clerical and Support Positions. You may visit OPM's website for additional information:

<http://www.opm.gov/qualifications/standards/group-stds/gs-cler.asp>

GS-3	1 year above high school
GS-4	2 years above high school
GS-5	4 years above high school

How to Apply:

To apply, please submit a resume, copy of your college transcript, and proof of current enrollment in an accredited school to taxdivision.recruiting@usdoj.gov. Applications are due no later than **October 24, 2011**. Applications received after the deadline will only be considered if there are additional openings.

How You Will Be Evaluated

Employment in the Student Temporary Employment Program (STEP) is a non-competitive appointment. Candidates will be evaluated on the qualifications listed above based on their total background, i.e., education, training, self-development, awards, outside activities, and work history.

There is no testing, rating or ranking of applicants for this program. There is no formal rating system for applying veterans' preference to student appointments in the excepted service. However, the Tax Division considers veterans' preference eligibility as a positive factor in student hiring.

Eligibility for selection and appointment is based on the applicant meeting the basic requirements for the position.

Benefits:

You will earn sick leave. More info: 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 the transit subsidy program.

Contact Information:

LaTasha Blyther
Phone: 202-616-8120

Veterans Preference

If you are eligible for veterans' preference, you must include that information in a 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). 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, www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF-15, which lists the type of 10-point preferences and the required supporting document(s). 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/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).

EEO and Reasonable Accommodation:

The Tax Division 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, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any non merit factor. The Tax Division welcomes and encourages applications from persons with disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify us at (202) 616-2774. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Other Information:

It is the policy of the Tax Division 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.