

## **College Students! Graduate Students!**

### **Positions for the Spring Semester**

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. Candidates with a 3.5 or better GPA preferred. Interest in the legal field is desirable but not required. Students will be hired under the government's Student Temporary Employment Program.

This position is geared towards students who are able to begin work immediately following the successful completion of a pre-employment security process, including a drug test for use of illegal drugs. Appointments may continue into the summer. However, this position is not exclusively a summer position.

You must be currently enrolled on at least a half-time basis (as 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. 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 salary range for this position is \$24,865 through \$34,075. Salary for the position is based on current educational level.

#### **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](mailto:taxdivision.recruiting@usdoj.gov). Applications will be considered upon submission and positions may filled on a rolling basis. Applications should be submitted no later than **January 27, 2012**. 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 described 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.

Please note that the appointment of non-U.S. citizen for this position is 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.

### **Benefits:**

You will earn annual and sick leave. More information on annual leave and sick leave can be found at: <http://www.opm.gov/oca/leave/HTML/ANNUAL.asp> and <http://www.opm.gov/oca/leave/HTML/sicklv.asp>.

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More information on federal holidays can be found at: <http://www.opm.gov/oca/worksch/html/holiday.asp>

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](http://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.