

Instructions for Completing the Online Vacancy Announcement Template

Hiring components must create their own attorney and law student volunteer vacancy announcements using this on-line template. Please follow the instructions provided when completing the form.

Before completing the on-line template, please also review the detailed instructions about how to create a specific type of vacancy announcement, e.g., attorney, AUSA, and law student volunteer, available on the DOJNet at, <http://dojnet.doj.gov/oarm/vacancy-policy.php>.

**Required fields are in red and marked with an asterisk. Fields not in red or marked are optional. If you choose not to use them, please leave them blank.*

Position:*

Candidates will be able to search jobs based upon the information in this field.

Hiring Organization:*

Hiring Office:

Job Title:*

Examples: Attorney, AUSA, Law Student Volunteer, Uncompensated SA, General Counsel, Attorney Advisor, etc.

Location:

Country*

Address

City*

State*

ZIP Code*

Job Announcement Number:

This field is optional. A job announcement number is not required for either attorney or volunteer vacancy announcements.

About the Office:*

Explain the essential mission of the office in clear language. In addition, specific to this vacancy, describe the work of the office, the kinds of cases that a candidate can expect to handle, the office environment, and the office's receptivity to diversity of perspective and experience, etc.

Job Description:*

For Attorney Positions: *Be specific about role, range and focus of assignments, external clients, etc. Indicate if the position is a detail, NTE, or other type of appointment and whether it may be extended or converted to permanent without further competition.*

For Volunteer Internships: *Describe the assignments a volunteer will receive, issues and cases involved, and with whom they work (internal and external). Highlight any unique or noteworthy aspects/benefits of the internship (issues, stakes, variety, exposure, programs or training).*

Number of Positions:

For Attorney Positions: Indicate the number of positions being filled.

For Volunteer Internships: Indicate the number of projected volunteer positions for spring, summer, and fall internships.

Qualifications: *

For Attorney Positions: Outline **required** and **preferred** qualifications in this section. **All attorney vacancy announcements MUST include the following language:** "applicants must have a J.D. degree, be an active member of the bar (any U.S. jurisdiction), and have at least 1* year post-J.D. legal or other relevant experience." **Note:* The required number of years of experience can be increased. However, all applicants must have at least one year of post-J.D. experience, except for uncompensated Special Attorneys, where the 1 year requirement does not apply.

For Volunteer Internships: Outline who is eligible to apply : first-, second- or third-year law students, joint degree or LL.M. students; describe your ideal candidate and be specific about essential skills/experience and any U.S. citizenship/security requirements. The description should also include the minimum number of weeks required for spring, summer, or fall internships.

Salary: *

For Attorney Positions: Include the appropriate grade and/or salary range based upon the number of years of experience required for the positions. (See OPM's website at www.opm.gov/oca/payrates/index.htm.)

For Volunteer Internships: Indicate if these are student volunteers, (uncompensated) and whether the office works with law schools that offer academic course credit or work-study.

Travel:

Outline specific travel requirements if applicable.

Application Process and Deadline: *

Provide candidates with instructions on how and when to apply. Include any required submission materials (resume, cover letter, writing sample, list of references, transcript, etc.), contact information and application deadline date. Please note that all attorney vacancies must be posted for a minimum of 5 calendar days. For volunteer internships, please provide the application deadline dates for spring, summer and fall internships, and request that students indicate their dates of availability. Please include a link to the hiring organization's web site.

**Application
Deadline:**

For attorney positions: This field is optional. Note, if you choose to list a deadline date here then the vacancy announcement will not appear in the vacancy listing past this date.

For volunteer internships: Leave this blank. The deadline date for volunteer internships should be listed in the previous field. Blank fields will not appear in the announcement.

**Relocation
Expenses:**

Indicate whether or not relocation expenses will be authorized.

Practice Area:*

Choose practices area(s) related to the position. Note, candidates will be able to search jobs based upon information provided.