



**U. S. DEPARTMENT OF JUSTICE
ASSISTANT UNITED STATES ATTORNEY
UNITED STATES ATTORNEY'S OFFICE**

Northern District of West Virginia

**Opening Date: June 18, 2014 Closing Date: June 30, 2014
Vacancy Announcement Number: 2014-AUSA-NDWV-CR-01**

About the Office: The United States Attorney's Office (USAO) for the Northern District of West Virginia (NDWV) prosecutes federal offenses, defends the United States Government's interest and affirmatively pursues claims on behalf of the government in civil cases. The NDWV includes offices located in Wheeling, Clarksburg, Elkins, and Martinsburg, West Virginia. Additional information about the District can be found on our website at <http://www.justice.gov/usao/wvn/>

Responsibilities and Opportunity Offered: The United States Attorney's Office (USAO) has two vacancies to be filled in our Criminal Division in the Martinsburg Office. The incumbents will have the opportunity to be part of a dedicated team helping to enforce federal criminal laws. Assignments will include the investigation and prosecution of firearms, explosives, counterfeiting, fraud, immigration, drug trafficking, and other violent crimes. One of the individuals selected will also have a caseload in Clarksburg, West Virginia, which will require regular travel.

Qualifications:

Required qualifications: Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least 1 year post J.D. experience. The applicants will be expected to do his/her own legal research and writing and shall be substantially self-sufficient in preparing day-to-day correspondence and pleadings. Applicants must possess computer literacy skills to include experience with automated research, electronic court filing, electronic e-mail and word processing systems.

United States Citizenship is required.

Preferred qualifications: Applicants must demonstrate analytical ability, good judgment, and excellent communication and courtroom skills. Applicants must exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and client agencies.

Travel: Regular travel, both within and outside the district, will be required. In addition, one of the candidates will be required to travel to Clarksburg regularly to handle a caseload in that division.

Type of Position: All initial attorney appointments to the Department of Justice are made on a 14 month (temporary) basis pending favorable adjudication of a background investigation.

Salary Information: Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional experience. The range of basic pay is \$45,027 to \$119,174, plus locality pay of 24.22%. (Please note that it is anticipated that the applicant's pay will be on the lower end of the salary range.)

Location: Northern District of West Virginia – Martinsburg Branch Office

Relocation Expenses: Relocation expenses will NOT be authorized.

Application Process and Deadline Date: Applicants interested should e-mail a resume, cover letter, and writing sample (pdf file preferred) to USAWVN.Applications-Martinsburg@usdoj.gov.

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment.

Please include Vacancy Announcement Number 2014-AUSA-NDWV-CR-01 on your application package.

Applications must be received by June 30, 2014.

Note: The Northern District of West Virginia cannot be responsible for lost/misrouted/delayed email transmissions or mail.

Security Requirements: Initial appointment is conditioned upon a satisfactory preemployment adjudication. This includes fingerprint and credit and tax checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Internet Sites: This and other attorney vacancy announcements can be found at:

<http://www.justice.gov/oarm/attvacancies.html> and <http://www.justice.gov/usao/wvn>

Department Policies: Assistant United States Attorneys generally must reside in the district to which he or she is appointed or within 25 miles thereof. See 28 U.S.C. § 545 for district-specific information.

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, 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 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 accommodation 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. Determinations 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 Attorneys' 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 veterans' 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 "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 types 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 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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The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.