

**U.S. DEPARTMENT OF JUSTICE  
SPECIAL ASSISTANT UNITED STATES ATTORNEY  
(SERVES WITHOUT COMPENSATION)  
UNITED STATES ATTORNEY'S OFFICE**

Western District of Louisiana

Salary: \$0.00

14-WDLA-SAUSA-01

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**About the Office:**

The Office of the United States Attorney for the Western District of Louisiana serves 42 of the 64 parishes in the state of Louisiana. The main office is located in Shreveport, Louisiana, with a staffed second office of equal size in Lafayette, Louisiana. There are also unstaffed, satellite offices in Alexandria, Monroe, and Lake Charles.

**Responsibilities and  
Opportunity Offered:**

The U.S. Attorney's Office for the Western District of Louisiana is seeking applications from attorneys who are willing to accept unpaid temporary positions that offer a valuable opportunity to gain exposure to the office while also obtaining litigation experience. An appointment with the U.S. Attorney's Office offers unique and challenging experiences for the highly motivated attorney. Successful applicants will serve as a Special Assistant U.S. Attorneys (SAUSAs) with responsibilities that include researching legal issues, drafting briefs, providing support at hearings and trials, and attending judicial proceedings.

**Qualifications:**

**Required qualifications:** Applicants must possess a J.D. degree and be an active member of the bar (any jurisdiction).

**Preferred qualifications:** Applicants should have at least one year post-J.D. experience and must possess superior oral and written communication skills as well as strong interpersonal skills, exhibit good judgement, and function with minimal guidance in a highly demanding environment. Prior litigation experience is preferred but the position is open to lawyers who are finishing one-year judicial clerkships. Recent law school graduates who have passed the bar should include a copy of their law school transcript with their application.

United States citizenship is required.

The initial term of the Uncompensated SAUSA appointment is 12 months, but may be extended for an additional time frame. The SAUSA will not be automatically hired by this office as an Assistant U.S. Attorney if a position becomes available, but the SAUSA may apply for any AUSA position in this office, or any office within the Department of Justice, after completing service as a SAUSA.

An uncompensated SAUSA may not engage in compensated practice of law outside of the office. Attorneys are not eligible to serve as SAUSAs

if they have had an employment offer deferred by a law firm and received a payment for the period of their deferral or if they will receive any payment from a law firm during their unpaid employment with the Department of Justice.

As needed, additional uncompensated Special Assistant U.S. Attorney positions may be filled from this vacancy announcement.

**Travel:**

The SAUSA may be required to travel throughout the Western District of Louisiana to attend court proceedings, interview witnesses, and attend meetings. Other travel will be limited.

**Type of Position:**

This is a temporary uncompensated Special Assistant U.S. Attorney position not-to-exceed 1 year. This position may be extended beyond 1 year if needed.

**Salary Information:**

None – this is an uncompensated position. The Special Assistant United States Attorney position is a one-year appointment without compensation.

Note: Employees of the Department of Justice, including uncompensated SAUSAs, may not engage in compensated practice of law outside of the office. Attorneys are not eligible to serve as SAUSAs if they have had an employment offer deferred by a law firm and received a payment for the period of their deferral with the expectation of future employment with the law firm, or if they will receive any payment from a law firm during their unpaid employment with the Department of Justice. In addition, contractors, including employees of contractors who do business with the Department of Justice, and who also are attorneys, are not eligible to serve as uncompensated Special Assistant U.S. Attorneys.

**Location:**

Positions are located in the Shreveport and Lafayette offices of the Western District of Louisiana. Information about the Shreveport area may be found at [www.shreveport-bossier.org](http://www.shreveport-bossier.org) and Lafayette at [www.lafayettetravel.com](http://www.lafayettetravel.com)

**Relocation Expenses:**

Relocation expenses will not be paid.

**Application Process and Deadline Date:**

To apply you must submit a cover letter, identifying whether you are interested in a Civil or Criminal position and whether in the Shreveport or Lafayette location, along with your resume to the following email address:

[USALAW.HRO@USDOJ.GOV](mailto:USALAW.HRO@USDOJ.GOV)

Documents submitted electronically should be in .pdf format. Please include the vacancy announcement number (14-WDLA-SAUSA-001) on your resume and/or cover letter.

If you are unable to submit your documents electronically, you may mail your cover letter and resume to:

Stephanie A. Finley  
U.S. Attorney, Western District of Louisiana  
Attn: Human Resources Office  
300 Fannin Street, Suite 3201  
Shreveport LA 71101

Applications will be accepted until positions are filled. This is an open continuous announcement to fill current and future vacancies. Resumes accepted prior to November 2 will receive initial consideration. No telephone calls please.

**Security Requirements:**

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

**Internet Sites:**

More information on the U.S. Attorney's Office, Western District of Louisiana can be found at <http://www.justice.gov/usao/law/>.

This and other attorney vacancy announcements can be found at: <http://www.usdoj.gov/oarm/attvacancies.html>.

**Department Policies:**

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](http://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 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 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.