

# WVU College of Law

115 Job Postings Selected

## **ASSISTANT UNITED STATE ATTORNEY - CRIMINAL DIVISION**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** ASSISTANT UNITED STATE ATTORNEY - CRIMINAL DIVISION

SHARE

USAO SOUTHERN DISTRICT OF GEORGIA  
ATTORNEY

AUGUSTA, GA 30901

UNITED STATES

17-SDGA-1871208-AUSA-02CRIM

About the Office:

The U.S. Attorney's Office for the Southern District of Georgia is a medium sized district and includes 43 counties with a headquarters office in Savannah, a staffed branch office in Augusta, and four unstaffed branch offices in Brunswick, Statesboro, Dublin and Waycross. The United States Attorney's Office prosecutes federal crimes, represents the federal government's interests in civil cases, and represents the government in criminal and civil appeals.

Job Description:

The office is interviewing for an Assistant United States Attorney to serve in the Office's Criminal Division in the Augusta, Georgia branch office. Attorneys in the Criminal Division are responsible for the prosecution of a variety of crimes under federal law including white-collar crime, public corruption, investment schemes, illegal immigration and alien smuggling, drug violations, firearms violations, terrorism, and violent crime. Responsibilities will increase and assignments will become more complex as your training and experience progress. Employment with the U.S. Attorney's Office offers a unique and challenging experience for the highly motivated and talented attorney who is committed to serving justice.

Qualifications:

Required Qualifications: Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least three (3) years post-J.D. legal or other relevant experience.

Preferred Qualifications: Applicants must demonstrate superior analytical ability; strong research, writing and courtroom skills; exercise fair and sound judgment; follow all Department of Justice and United States Attorney's Office policies; exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and law enforcement agencies; be able to negotiate effectively with opposing counsel; handle matters in court persuasively and justly on behalf of the United States of America; and be devoted to excellence.

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number of years of professional experience. The range of basic pay is \$58,811.00 to \$135,519.00, plus locality pay if authorized.

**Travel:**

Occasional travel within and outside the District will be required.

**Application Process:**

Applications must be submitted online through the following link:

<https://www.usajobs.gov/GetJob/ViewDetails/459170900>.

This announcement is open until Monday, December 23, 2016. No telephone calls please. Applications must be submitted online.

**Application Deadline:**

Thursday, December 22, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

1

Updated December 13, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire,

non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 22, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
Applications must be submitted online through the following link:  
<https://www.usajobs.gov/GetJob/ViewDetails/459170900>.

This announcement is open until Monday, December 23, 2016. No telephone calls please. Applications must be submitted online.

Application Deadline:  
Thursday, December 22, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1

**ID:** 2500

## **ASSISTANT UNITED STATES ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO NORTHERN DISTRICT OF GEORGIA  
ATTORNEY

75 TED TURNER DRIVE SW

SUITE 600

ATLANTA, GA 30303

UNITED STATES

17-GAN-AUSA-03

About the Office:

The United States Attorney's Office prosecutes federal criminal offenses, seeks recovery of government funds fraudulently obtained, litigates affirmative civil fraud and enforcement actions, and defends the U.S. Government's interest in civil cases. The United States Attorney's Office, Northern District of Georgia is located in Atlanta, Georgia. In addition to the main office in downtown Atlanta, we maintain three intermittently staffed offices located in Rome, Newnan, and Gainesville. More information about the United States Attorney's Office for the Northern District of Georgia is available at <http://www.usdoj.gov/usao/gan>.

Job Description:

Responsibilities and Opportunity Offered: The Northern District of Georgia is currently seeking highly qualified applicants for a permanent Assistant United States Attorney (AUSA) position in our Criminal Division. All initial attorney appointments to the Department of Justice are made on a 14-month (temporary) basis pending favorable adjudication of a background investigation. The selected AUSA will be assigned to the Criminal Division where the attorney will lead the Suspicious Activity Report (SAR) review team. The SAR review team is a multidisciplinary group of federal prosecutors and agents. On an ongoing basis, the team reviews Bank Secrecy Act reports filed by financial institutions alerting law enforcement to possible violations of federal law, including fraud, drug trafficking development and management of criminal and financial investigations that result from the Bank Secrecy Act report reviews conducted. This important work may lead to criminal prosecutions in meritorious cases as well as civil or criminal seizures of financial assets and related forfeiture actions. The SAR attorney may also litigate other asset forfeiture matters as assigned.

Qualifications:

Required qualifications: Applicants must possess a

J.D. degree from a law school approved by the American Bar Association, be an active member of the bar (any jurisdiction), and have at least one year post-J.D. experience.

United States citizenship is required.

Preferred qualifications: The preferred applicants for this position will have a solid academic background, strong legal research and writing skills, experience with asset forfeiture litigation or complex case investigations, with a business, securities, or white collar litigation background. The applicant should possess experience in managing and organizing voluminous documentary evidence and synthesizing the information in these materials to present an effective case. While not required, experience taking or defending depositions and conducting witness interviews, and/or experience in the federal system is desirable. Applicants must demonstrate analytical ability, good judgment, and excellent communication skills. Applicants must also exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and client agencies.

(\*Note: You must become a member of the Georgia bar within 18 months of appointment as an Assistant United States Attorney. If you are a member of the bar in any jurisdiction other than Georgia, you may apply for admission on motion without examination, provided you meet all eligibility criteria. The state in which you were admitted by examination to membership in the bar must have comity for bar admission purposes with the State of Georgia. Reciprocity Order, eligibility criteria, and instructions for admission on motion without examination are available at <http://www.gabaradmissions.org> [external link].)

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of pay is \$61,956 to \$160,200 which includes a 19.58% locality pay supplement.

**Travel:**

Occasional travel, both within and outside the District, may be required.

**Application Process:**

If you are interested in relocating to a great United States Attorney's Office in the beautiful, rapidly growing, and still relatively affordable Atlanta area, please email a resume and a cover letter (pdf. file preferred) to [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov)

Or resumes, may be mailed to

Denise Jones

Human Resources Specialist

United States Attorney's Office

Northern District of Georgia

75 Ted Turner Drive, SW

Suite 600

Atlanta, GA 30303

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment. Please submit only one application.

No telephone calls please.

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

We are looking to fill one position.

Updated December 13, 2016

\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with



targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** January 2, 2017

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:  
If you are interested in relocating to a great United States Attorney's Office in the beautiful, rapidly growing, and still relatively affordable Atlanta area, please email a resume and a cover letter (pdf. file preferred) to [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov)

Or resumes, may be mailed to

Denise Jones

Human Resources Specialist

United States Attorney's Office

Northern District of Georgia

75 Ted Turner Drive, SW

Suite 600

Atlanta, GA 30303

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment. Please submit only one application.

No telephone calls please.

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

We are looking to fill one position.

**ID:** 2503

## **ASSISTANT UNITED STATES ATTORNEY - CIVIL DIVISION**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** ASSISTANT UNITED STATES ATTORNEY - CIVIL DIVISION

SHARE

USAO SOUTHERN DISTRICT OF GEORGIA

ATTORNEY

SAVANNAH, GA 31401

UNITED STATES

17SDGA-1863328-AUSA-01CIV

About the Office:

The U.S. Attorney's Office for the Southern District of Georgia is a medium sized district and includes 43 counties with a headquarters office in Savannah, a staffed branch office in Augusta, and four unstaffed branch offices in Brunswick, Statesboro, Dublin and Waycross. The United States Attorney's Office prosecutes federal crimes, represents the federal government's interests in civil cases, and represents the government in criminal and civil appeals.

Job Description:

The District is interviewing for an Assistant United States Attorney to serve in the Civil Division, accomplishing both Affirmative and Defensive Civil litigation. Attorneys in the District's ACE Section are responsible for the prosecution and defense of a variety of civil claims in which there has been a false or fraudulent claim or false statement made to the United States, mainly cases under the False Claims Act (FCA). Attorneys in the District's Civil Defensive Section are responsible for the defense against a variety of civil claims that have been made against the United States, an agency of the United States or an agent or employee acting in their official capacity. AUSAs engaged in this challenging work spend substantial time on legal research and writing and filing dispositive motions, findings of fact and conclusions of law, motions in limine, jury instructions, bench memoranda, etc.; in discovery (interviewing witnesses, taking and defending depositions, working with expert witnesses, propounding and responding to written discovery requests); and attending numerous mediations and settlement conferences. Although most cases are resolved through dispositive motion or settlement, these AUSAs also represent the government's interests at hearings and trials in federal court.

Qualifications:

Required Qualifications: Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least three (3) years post-J.D. legal or other relevant experience.

Preferred Qualifications: Applicants must demonstrate superior analytical ability; strong research, writing and

courtroom skills; exercise fair and sound judgment; follow all Department of Justice and United States Attorney's Office policies; exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and law enforcement agencies; be able to negotiate effectively with opposing counsel; handle matters in court persuasively and justly on behalf of the United States of America; and be devoted to excellence. Additionally, applicants should have experience litigating complex civil cases.

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number of years of professional experience. The range of basic pay is \$58,811.00 to \$135,519.00, plus locality pay if authorized.

**Travel:**

Occasional travel within and outside the District will be required.

**Application Process:**

Applications must be submitted online through the following link:

<https://www.usajobs.gov/GetJob/ViewDetails/458199300>.

This announcement is open until Friday, December 23, 2016. No telephone calls please. Applications must be submitted online.

**Application Deadline:**

Thursday, December 22, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

1

Updated December 13, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 23, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
Applications must be submitted online through the following link:  
<https://www.usajobs.gov/GetJob/ViewDetails/458199300>.

This announcement is open until Friday, December 23, 2016. No telephone calls please. Applications must be submitted online.

Application Deadline:  
Thursday, December 22, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1

**ID:** 2501

## **ASSISTANT US ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** ASSISTANT US ATTORNEY

SHARE

USAO DISTRICT OF NEW JERSEY

US ATTORNEY'S OFFICE, DISTRICT OF NEW JERSEY  
ATTORNEY

970 BROAD STREET, SUITE 700

NEWARK, NJ 07102

UNITED STATES

17-NJ-AUSA-01

About the Office:

The United States Attorney's Office for the District of New Jersey employ more than 250 employees.

Positions include Assistant United States Attorneys (AUSA) in our Criminal Division, Special Prosecutions Division, Civil Division and Appeals Division. In addition there are a variety of support staff positions, college students, and law students.

Selection for positions in the District are made without regard to race, sex, creed, color, national origin, handicap condition, age, or political affiliation. Employment is contingent upon satisfactory completion of a background investigation conducted by the Department of Justice. The investigation process includes a drug test, a fingerprint check, and a thorough review of the applicant's background to determine whether there have been any significant problems with unresolved financial indebtedness, failure to file and/or pay income taxes, criminal record, illegal drug use, etc.

Job Description:

Initial assignments for AUSAs can be in the Criminal Division, where they will be responsible for representing the United States in the prosecution of Federal crimes, in the Appeals Division, where they will be responsible for representing the United States in criminal cases before the Third Circuit Court of Appeals, or in the Civil Division, where they will be responsible for representing the United States in either defensive or affirmative civil actions.

Qualifications:

Applicants for an AUSA position must possess a J.D. degree and be an active member of at least one bar (any jurisdiction), and have at least one year post - J.D. legal experience.

Salary:

Salaries are Administrative Determined based on the number of years of post - J.D. legal experience and range from \$51,811 to \$121,569 plus locality pay.

Travel:



Varies  
Application Process:

Applicants for attorney positions are evaluated by the Hiring Committee on an on-going basis. Applicants who have previously applied and whose applications are still under consideration should not send another resume and cover letter. Candidates selected for AUSA positions are expected to make a three-year commitment. Individuals interested in AUSA positions should submit a resume and cover letter by December 31, 2017 to the following address:

William E. Fitzpatrick  
First Assistant US Attorney  
US Attorney's Office  
970 Broad Street, Suite 700  
Newark, NJ 07102

Application Deadline:  
Sunday, December 31, 2017  
Number of Positions:  
Additional positions for this vacancy are located in Camden and Trenton, NJ. Number of positions may vary but there are expected to be few, if any, positions available in 2017.  
Updated December 16, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 31, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:

Applicants for attorney positions are evaluated by the Hiring Committee on an on-going basis. Applicants who have previously applied and whose applications are still under consideration should not send another resume and cover letter. Candidates selected for AUSA positions are expected to make a three-year commitment. Individuals interested in AUSA positions should submit a resume and cover letter by December 31, 2017 to the following address:

William E. Fitzpatrick  
First Assistant US Attorney  
US Attorney's Office  
970 Broad Street, Suite 700  
Newark, NJ 07102

Application Deadline:

Sunday, December 31, 2017

Number of Positions:

Additional positions for this vacancy are located in Camden and Trenton, NJ. Number of positions may vary but there are expected to be few, if any, positions available in 2017.

**ID:** 2493

## **ATTORNEY ADVISOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR

SHARE  
PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE  
(PRAO)  
ATTORNEY  
1425 NEW YORK AVENUE, NW  
SUITE 12000  
WASHINGTON, DC 20530  
UNITED STATES

About the Office:

The mission of the Professional Responsibility Office (PRAO) is to ensure that Department of Justice (Department) attorneys perform their duties in accordance with the high professional standards expected of the Nation's principal law enforcement agency. PRAO, which reports directly to the Deputy Attorney General, provides professional responsibility advice to Senior Management Officials, Department attorneys and Assistant United States Attorneys worldwide on how to carry out their duties in compliance with the applicable rules of professional conduct. PRAO conducts professional responsibility training for Department attorneys throughout the country, at the Department's National Advocacy Center and hosts a monthly program on the Justice Television Network. In addition, PRAO identifies trends and changes in professional responsibility jurisprudence and provides recommendations to the Deputy Attorney General's Office on changes in policies or procedures consistent with those new developments. PRAO provides litigation assistance to Department components and offices in defending attorneys who have been accused of engaging in professional misconduct. PRAO also serves as the Department's liaison with state and national bar organizations.

PRAO is a small, collegial, dedicated and service-driven organization for the entire Department. Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

The incumbent will:

advise Senior Management Officials, Department attorneys and Assistant United States Attorneys about professional responsibility issues arising in their cases, investigations and other work for the

Department, including advising on high-profile, sensitive and national security matters.

research and draft opinions regarding the application of the rules of professional conduct to the work of Department attorneys.

provide litigation assistance to Department components and offices in defending Department attorneys who have been accused of engaging in misconduct.

develop and present professional responsibility training nation-wide including on the Justice Television Network, leveraging latest technologies.

participate in PRAO's outreach to bar organizations, bar counsel and the professional responsibility community.

**Qualifications:**

Applicants must possess a J.D. degree from a law school accredited by the American Bar Association, have at least 5 years of relevant post-J.D. experience, and be an active member of the bar in good standing of a state, U.S. territory, the District of Columbia, or the Commonwealth of Puerto Rico. Applicants are responsible for citing J.D. and bar membership information (institution name, state(s) of admission and date (s)) on their respective resumes.

**Preferred Qualifications:**

We welcome candidates with state or federal prosecutorial or other litigation experience. The ideal candidate will possess exceptional writing and oral communication skills and working knowledge of the rules of professional conduct.

**Salary:**

GS-14 or GS-15 (\$108,887 - \$160,300)

**Travel:**

Travel required several times a year for training and sometimes for attendance at professional responsibility conference.

**Application Process:**

Interested candidates should forward a cover letter (highlighting relevant experience), a resume and writing sample demonstrating your ability to analyze and expound on complicated, nuanced legal issues to:

Ms. Maria Henry  
U.S. Department of Justice

Professional Responsibility Advisory Office  
1425 New York Ave., NW.  
Suite 12000  
Washington, D.C. 20530

No telephone calls please.

Application Deadline:  
Friday, December 30, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1  
Updated December 16, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and

referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).



\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 30, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Interested candidates should forward a cover letter (highlighting relevant experience), a resume and writing sample demonstrating your ability to analyze and expound on complicated, nuanced legal issues to:

Ms. Maria Henry  
U.S. Department of Justice  
Professional Responsibility Advisory Office  
1425 New York Ave., NW.  
Suite 12000  
Washington, D.C. 20530

No telephone calls please.

Application Deadline:  
Friday, December 30, 2016

Relocation Expenses:  
Relocation expenses will not be authorized.

Number of Positions:  
1

**ID:** 2496

## **ATTORNEY ADVISOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** ATTORNEY ADVISOR

SHARE

OFFICE OF INFORMATION POLICY (OIP)

OFFICE OF INFORMATION POLICY

ATTORNEY

1425 NEW YORK AVE., NW

SUITE 11050

WASHINGTON, DC 20005

UNITED STATES

OIP-ATY-1216

About the Office:

The United States Department of Justice is seeking experienced attorneys to work in the Office of Information Policy (OIP), located in Washington, DC. OIP manages the Department's responsibilities related to the Freedom of Information Act (FOIA), which includes processing FOIA requests for the Senior Leadership Offices within the Department, coordinating and implementing policy development and compliance government-wide for the FOIA, adjudicating all appeals from denials by any Department component under the FOIA, and handling the defense of certain FOIA matters in litigation.

Job Description:

OIP is hiring multiple FOIA Attorneys to work on OIP's Initial Request Staff (IR Staff). The attorneys will perform legal work pertaining to the Freedom of Information Act (FOIA). The responsibilities will include interpreting and applying laws, executive orders, regulations, precedents, and agency practices relating to the FOIA. The primary duties of the position will be to identify and process records in response to FOIA and Privacy Act requests, including requests that become the subjects of litigation, on behalf of the Senior Leadership Offices in the Department, including the Offices of the Attorney General, Deputy Attorney General, and Associate Attorney General, as well as the Offices of Legislative Affairs, Public Affairs, Legal Policy and Information Policy. Specific responsibilities may include those listed below.

Responding to FOIA requests, including (1) conducting searches for identification of responsive records and (2) processing those records for disclosure;

Processing complex FOIA requests, including contacting the requester for clarification when necessary;

Coordinating with other components of the Department of Justice (DOJ), including Senior Leadership Offices, other federal agencies, including consulting with or referring records to them as appropriate in accordance with statutory and regulatory provisions;

Conducting research and analyzing the contents of records to make disclosure determinations under the FOIA;

Interpreting and applying applicable statutes, rules, regulations, and executive orders as they pertain to FOIA requests;

Recommending proposed actions to be taken in the processing and initial response to FOIA requests, including preparing opinion memoranda outlining proposed actions, and drafting correspondence for all actions related to processing requests;

Conducting legal research and assisting in the provision of legal advice involving inquiries and assignments related to the application of FOIA;

Providing instructional training and guidance to various federal agencies regarding compliance with the FOIA;

Coordinating with assigned litigators and OIP Senior Counsel in responding to FOIA litigation arising from FOIA requests processed by OIP, including preparing declarations and document (Vaughn) indices;

Maintain awareness of developments in FOIA and Privacy Act law and legislation

**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 before your start date. (Please note that the time from selection of an applicant to the start date is typically about 3 months.)

**Preferred qualifications:** It is preferred that applicants have knowledge of and a demonstrated interest in the Freedom of Information Act and administrative law. Experience with digital document review platforms and government information systems are also desirable. Applicants should be detail-oriented, have excellent writing, analytical, and interpersonal skills, the ability to manage a complex and multi-faceted workload, and be comfortable working in a mixed team environment with attorneys and non-attorneys.

Applicants must be able to qualify for a Top Secret security clearance.

**Salary:**

GS-12 (\$77,490 - \$100,736)

Travel:

Limited travel may be associated with this position.

Application Process:

Applicants are required to submit a cover letter (highlighting relevant experience and justifying interest in the position), resume, and a writing sample containing a brief or comparable analytic legal exposition that is your work.

Applicants are encouraged to email application to:  
Laurie A. Day at [OIP.IRvacancies@usdoj.gov](mailto:OIP.IRvacancies@usdoj.gov) Email  
links icon.

No telephone calls please. Please reference OIP-ATY-1016 in your cover letter and put your name in the subject of the email. Applications must be received no later than midnight January 1, 2017.

Otherwise, please send to:

U.S. Department of Justice

Office of Information Policy

ATTN: Laurie A. Day, Chief, Initial Request Staff

1425 New York Avenue, Suite 11050

Washington, D.C. 20530

Application Deadline:

Sunday, January 1, 2017

Relocation Expenses:

Relocation expenses will not be authorized

Number of Positions:

multiple

Updated December 14, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** January 1, 2017

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [OIP.IRvacancies@usdoj.gov](mailto:OIP.IRvacancies@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:  
Applicants are required to submit a cover letter (highlighting relevant experience and justifying interest in the position), resume, and a writing sample containing a brief or comparable analytic legal exposition that is your work.

Applicants are encouraged to email application to: Laurie A. Day at [OIP.IRvacancies@usdoj.gov](mailto:OIP.IRvacancies@usdoj.gov) Email links icon.

No telephone calls please. Please reference OIP-ATY-1016 in your cover letter and put your name in the

subject of the email. Applications must be received no later than midnight January 1, 2017.

Otherwise, please send to:

U.S. Department of Justice

Office of Information Policy

ATTN: Laurie A. Day, Chief, Initial Request Staff

1425 New York Avenue, Suite 11050

Washington, D.C. 20530

Application Deadline:

Sunday, January 1, 2017

Relocation Expenses:

Relocation expenses will not be authorized

Number of Positions:

multiple

**ID:** 2497

## **ATTORNEY ADVISOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** ATTORNEY ADVISOR

SHARE

FEDERAL BUREAU OF PRISONS (BOP)

SOUTHEAST REGION, FEDERAL CORRECTIONAL

INSTITUTION, EDGEFIELD, SOUTH CAROLINA

ATTORNEY

FEDERAL CORRECTIONAL INSTITUTION, 501 GARY

HILL ROAD

EDGEFIELD, SC 29824

UNITED STATES

About the Office:

The legal practice at the Consolidated Legal Center (CLC) covers a wide variety of issues focusing on correctional law and litigation, either through administrative or litigation channels and includes such matters as inmates' reasonable access to the courts (through access to legal materials, legal correspondence, and attorney-client visits), conditions of confinement, medical care, diet and religious accommodations, housing assignments, hygiene and sanitation, and discipline. The South Carolina CLC is under the management of the on-site Supervisory Attorney, who works for the Southeast Regional Office in Atlanta, Georgia.

Job Description:

The position includes being involved in a legal office that oversees the legal operations associated with the following four correctional institutions: Federal Correctional Institution, Edgefield, South Carolina; Federal Correctional Institution, Estill, South Carolina; Federal Correctional Institution, Williamsburg, South Carolina; and Federal Correctional Institution, Bennettsville, South Carolina. The incumbent will be expected to provide advice and guidance to all levels of staff at these correctional facilities, including members of the Executive staff. The incumbent will also be expected to communicate with defense attorneys, prosecutors, federal courts, the private bar, and agency officials. The incumbent will need to develop a thorough knowledge of all aspects of BOP policy and practice as he/she may be required to appear in District Court on short notice to explain and advocate the agency's rationale for its correctional management decisions.

This is a primary law enforcement position. In accordance with 5 U.S.C. 3307, the maximum entry age of 36 has been established for initial appointment to a position in a Bureau of Prisons institution. An age waiver to this requirement may



be requested for preference eligible veteran candidates. The duties of this position may at times require frequent and direct contact with individuals in confinement who are suspected or convicted of serious criminal offenses. It has also been determined that the duties of this position require experience and knowledge of the on-the-job responsibilities of a primary law enforcement officer working in a detention facility. A prerequisite requirement of this position is the successful completion of "Institution Familiarization" and the satisfactory completion of a mandatory course in "Introduction to Correctional Techniques."

Because of the nature and mission of this position, it requires "hands-on" understanding of the issues encompassed in working within a correctional institution. The incumbent may be called upon to perform as a law enforcement officer in a correctional environment during training, emergency situations, times of staff shortages, and under any other type of correctional operating crisis. Specific correctional responsibilities may include custody and supervision of inmates, responding to emergencies and institution disturbances, participating in fog and escape patrols, and assuming correctional officer posts when necessary. The incumbent may be required to shakedown inmates and conduct visual searches in their work or living area for contraband. The incumbent must be prepared to use physical control in situations where necessary, such as fights among inmates, assaults on staff, and riots or escape attempts.

**Qualifications:**

Interested 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.

**Preferred qualifications:** Prior experience in correctional law is highly desired, though not required.

**Salary:**

Current salary and years of experience will determine the appropriate salary level. The possible salary range, including locality pay adjustments, is GS-13 (\$84,443 to \$109,781) or GS-14 (\$99,785 to \$129,723).

**Travel:**

Occasional travel is required.

**Application Process:**

Applicants must submit a cover letter (highlighting relevant experience), resume and a writing sample by December 28, 2016, to:

U.S. Department of Justice  
Federal Bureau of Prisons  
Southeast Regional Office  
3800 Camp Creek Parkway, SW  
Building 2000

Atlanta, GA 30331-6226  
Attention: Lisa Sunderman, Regional Counsel

It is preferred that you submit your application packet via email to [lsunderman@bop.gov](mailto:lsunderman@bop.gov). Email links icon You should receive a confirmation receipt from Lisa Sunderman via email within two business days. If you do not receive confirmation from Lisa Sunderman, Regional Counsel, please contact her at 678-868-1260. Your application may be blocked if it is too large.

This position is open until filled, but no later than December 28, 2016.

Application Deadline:  
Wednesday, December 28, 2016  
Relocation Expenses:  
Not authorized.  
Number of Positions:  
One  
Updated December 14, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive

appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 28, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [lsunderman@bop.gov](mailto:lsunderman@bop.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a cover letter (highlighting relevant experience), resume and a writing sample by December 28, 2016, to:

U.S. Department of Justice  
Federal Bureau of Prisons  
Southeast Regional Office  
3800 Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-6226  
Attention: Lisa Sunderman, Regional Counsel

It is preferred that you submit your application packet via email to [lsunderman@bop.gov](mailto:lsunderman@bop.gov). Email links icon You should receive a confirmation receipt from Lisa Sunderman via email within two business days. If you do not receive confirmation from Lisa Sunderman, Regional Counsel, please contact her at 678-868-1260. Your application may be blocked if it is too large.

This position is open until filled, but no later than December 28, 2016.

**Application Deadline:**  
Wednesday, December 28, 2016  
**Relocation Expenses:**  
Not authorized.

Number of Positions:  
One

**ID:** 2498

## **DIRECTOR OF PREPAREDNESS AND RESPONSE POLICY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** DIRECTOR OF PREPAREDNESS AND RESPONSE  
POLICY

SHARE

NATIONAL SECURITY DIVISION (NSD)  
OFFICE OF LAW AND POLICY, DIRECTOR OF  
PREPAREDNESS AND RESPONSE POLICY  
ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

NON-REIMBURSABLE DETAIL OPPORTUNITY

About the Office:

This assignment is for a period of 12 months, beginning in or about January 2017, with the possibility of extension for an additional 6 months. Applicants should receive the approval of their supervisor before applying.

This is a non-reimbursable detail.

The mission of the National Security Division (NSD) is to coordinate the Department's efforts in carrying out its core mission of combating terrorism and protecting national security. NSD is responsible for supervising the enforcement of all federal criminal laws related to counterterrorism and counterespionage, except those specifically assigned to other divisions. NSD also serves as the Department of Justice's liaison to the United States Intelligence Community (USIC) and represents the government and the USIC before the Foreign Intelligence Surveillance Court. NSD advises the Attorney General regarding all matters of national security policy.

As a component of the Department of Justice, NSD executes the Department's highest priority: to combat terrorism and other threats to the national security, including cyber espionage and cyber-attacks on U.S. interests. NSD consolidates the Department's primary national security elements within a single division and, in addition to the Office of Law and Policy, consists of the Office of Intelligence, the Counterterrorism Section (CTS), and the Counterintelligence & Export Control Section (CES). The structure facilitates greater coordination and unity of purpose between prosecutors and law enforcement agencies, on the one hand, and intelligence attorneys and the Intelligence Community, on the other, strengthening the Department's national security efforts. The Division is led by an Assistant Attorney General and supported by a Principal Deputy Assistant Attorney

General and four other Deputy Assistant Attorneys General – including a DAAG for Law and Policy – who oversee the Division's four components.

The Office of Law and Policy is responsible for, among other things, resolving novel and complex legal issues that arise from the work of the Division and other parts of the Department; providing advice and guidance to Department leadership, the Intelligence Community and other Executive Branch agencies on matters of national security law and policy; and developing policies in the area of national security. The Office works with a variety of other agencies and Department components.

**Job Description:**

The individual selected for this position will serve as a Director of Preparedness and Response Policy, within the Office of Law and Policy, National Security Division (NSD). The Director would serve, on behalf of the office, as the Department's representative to a number of interagency policy committees, including the Domestic Resilience Group (DRG), and would negotiate and coordinate across the Division and the Department, including with the Federal Bureau of Investigation. The Director will also work with interagency partners and the National Security Council staff on various types of strategy and planning policies, particularly in the area of Weapons of Mass Destruction. The Director will also develop and expand expertise on the legal and policy frameworks relevant to the response to critical incidents including acts of terrorism. Finally, the Director would assist NSD in providing counsel to Department leaders who may be participating in exercises or high-level briefings.

**Qualifications:**

Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, Territory, or the District of Columbia, and have at least 4-5 of post J.D. professional experience to be qualified at the GS-15 level. Experience in the area of preparedness and response is desirable, but not required.

Applicants must have a TS/SCI security clearance.

**Salary:**

This is a one-year non-reimbursable detail. Under a detail assignment, there is no change to the selectee's base pay.

**Travel:**

Periodic travel may be required.

**Application Process:**

To apply for the Director position with L&P, please submit a resume and a cover letter (highlighting

your relevant experience), a writing sample (no longer than 15 pages which exhibits your own written advocacy skills), and a copy of your most recent performance appraisal (if available), to:

Wakeya Henry

Office of Law and Policy

National Security Division

U.S. Department of Justice

950 Pennsylvania Avenue, NW, Room 6648

Washington, DC 20530

Or to [NSD.LPO.applicant@USDOJ.GOV](mailto:NSD.LPO.applicant@USDOJ.GOV) Email links icon

No telephone calls please.

Application Deadline:

Friday, December 30, 2016

Relocation Expenses:

Relocation Expenses are not authorized.

Number of Positions:

One

Updated December 20, 2016

\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.



**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 30, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [NSD.LPO.applicant@USDOJ.GOV](mailto:NSD.LPO.applicant@USDOJ.GOV)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:

To apply for the Director position with L&P, please submit a resume and a cover letter (highlighting your relevant experience), a writing sample (no longer than 15 pages which exhibits your own written advocacy skills), and a copy of your most recent performance appraisal (if available), to:

Wakeya Henry

Office of Law and Policy

National Security Division

U.S. Department of Justice

950 Pennsylvania Avenue, NW, Room 6648

Washington, DC 20530

Or to [NSD.LPO.applicant@USDOJ.GOV](mailto:NSD.LPO.applicant@USDOJ.GOV) Email links icon

No telephone calls please.

Application Deadline:

Friday, December 30, 2016

Relocation Expenses:

Relocation Expenses are not authorized.

Number of Positions:

One

**ID:** 2490

## GENERAL ATTORNEY

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GENERAL ATTORNEY

SHARE

DRUG ENFORCEMENT ADMINISTRATION (DEA)  
OFFICE OF CHIEF COUNSEL  
ATTORNEY

600 ARMY NAVY DRIVE  
ARLINGTON, VA 22202  
UNITED STATES

About the Office:

The Drug Enforcement Administration (DEA), U.S. Department of Justice, is seeking an experienced attorney to work in the Office of Chief Counsel, Diversion and Regulatory Policy Section, DEA Headquarters, located in Arlington, Virginia.

Job Description:

The attorney will be primarily responsible for serving as legal advisor on all issues related to the diversion of legally produced controlled substances and listed chemicals into illegitimate channels. Responsibilities will cover the gamut of regulatory matters mandated by the Controlled Substances Act (CSA), including drug and chemical control, drug scheduling actions, and quotas. The attorney will review and provide legal advice on relevant legislative proposals and agency policies. Additionally, the attorney will review all rules and regulations affecting the legitimate handling of controlled substances and listed chemicals, and evaluate them for compliance with the requirements of federal statutes including the CSA and the Administrative Procedure Act.

Qualifications:

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least eight (8) years post-J.D. legal experience. Applicants must also possess excellent oral and written advocacy and legal research skills. Applicants should have an exceptional academic background. The ideal candidate should have prior experience in federal regulatory law and proficiency in computer-aided legal research and computer word-processing. Applicants should also meet eligibility requirements for a Top Secret Clearance.

Extensive knowledge of the Administrative Procedure Act is required. Knowledge of the Federal Food, Drug and Cosmetic Act (FDCA) or some training or experience in scientific areas such as biochemistry or pharmacology is highly desirable but not required.

Salary:

Current salary and years of legal experience will

determine the appropriate salary level. The possible salary range is from GS-14 (\$108,887 - \$141,555) to GS-15 (\$128,082 - \$160,300).

Travel:

No Travel Required.

Application Process:

Applicants must submit a detailed resume, a cover letter highlighting relevant experience, and a legal writing sample to:

Drug Enforcement Administration

Office of Chief Counsel

Chief, Diversion and Regulatory Policy Section (CCR)

ATTN: Elizabeth Murphy, Associate Chief Counsel

8701 Morrisette Drive

Springfield, Virginia 22152

As needed, additional positions may be filled using this announcement.

Applicants who are found, through investigation or personal admission, to have experimented with or used narcotics or dangerous drugs, except those medically prescribed, will not be considered for employment with the Drug Enforcement Administration (DEA). Exceptions to this policy may be made for applicants who admit to limited youthful and experimental use of marijuana. Such applicants may be considered for employment if there is no evidence of regular, confirmed usage and the full-field background investigation and results of the other steps in the process are otherwise favorable.

Compliance with this policy is an essential requirement of the position. All applicants must complete the DEA Drug Questionnaire and submit that Questionnaire with their application package. A copy of the drug questionnaire can be located at <http://www.justice.gov/dea>, under "Careers." The link to the questionnaire is located under "Employment Requirements."

Application Deadline:

Friday, January 13, 2017

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

One

Updated December 20, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** January 13, 2017

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a detailed resume, a cover letter highlighting relevant experience, and a legal writing sample to:

Drug Enforcement Administration

Office of Chief Counsel

Chief, Diversion and Regulatory Policy Section (CCR)

ATTN: Elizabeth Murphy, Associate Chief Counsel

8701 Morrisette Drive

Springfield, Virginia 22152

As needed, additional positions may be filled using this announcement.

Applicants who are found, through investigation or personal admission, to have experimented with or used narcotics or dangerous drugs, except those medically prescribed, will not be considered for employment with the Drug Enforcement Administration (DEA). Exceptions to this policy may be made for applicants who admit to limited youthful and experimental use of marijuana. Such applicants may be considered for employment if there is no evidence of regular, confirmed usage and the full-field background investigation and results of the other steps in the process are otherwise favorable.

Compliance with this policy is an essential requirement of the position. All applicants must complete the DEA Drug Questionnaire and submit that Questionnaire with their application package. A copy of the drug questionnaire can be located at <http://www.justice.gov/dea>, under "Careers." The link to the questionnaire is located under "Employment Requirements."

Application Deadline:  
Friday, January 13, 2017

Relocation Expenses:  
Relocation expenses are not authorized.

Number of Positions:  
One

**ID:** 2492



## **SUPERVISORY ATTORNEY ADVISOR/DEPUTY DIRECTOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** SUPERVISORY ATTORNEY ADVISOR/DEPUTY  
DIRECTOR

### SHARE

OFFICE OF PRIVACY AND CIVIL LIBERTIES (OPCL)  
OFFICE OF PRIVACY AND CIVIL LIBERTIES  
ATTORNEY

1331 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20503  
UNITED STATES

### About the Office:

The Office of Privacy and Civil Liberties (OPCL), United States Department of Justice, is seeking an experienced attorney with supervisory and management skills to serve as Deputy Director, OPCL in Washington, D.C. OPCL is responsible for reviewing and overseeing the Departments privacy operations and ensuring compliance with privacy-related laws and policies, including the Privacy Act of 1974 and the E-Government Act of 2002. The Office also handles privacy and civil liberties issues relating to data collection, aggregation, and management, as well as issues raised by the Department's information sharing, law enforcement, and national security efforts.

### Job Description:

Responsibilities as Deputy Director include supervising OPCL staff attorneys, paralegals, and staff on privacy and civil liberties policy and procedures; performing varied legal work involving the interpretation and application of laws, regulations, and agency practices relating to Federal privacy laws; and participating in working groups including the Information Sharing Environment working group. Specific responsibilities will include researching and analyzing Privacy Act caselaw; reviewing and analyzing legislation related to privacy and civil liberties; and providing agency guidance regarding compliance with Federal privacy laws. The Deputy Director must be proficient in analyzing complex privacy and information sharing issues and producing clear and thorough written work. The successful applicant can expect to carry out administrative and human resources management functions.

### Qualifications:

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least five years or relevant post-J.D. experience. Applicants must also have demonstrated experience in information sharing issues and supervisory

aptitude and experience in a demanding work environment.

Applicants must be able qualify for the highest and most sensitive security clearances.

**Salary:**

The salary range for a GS-0905-15 is 128,082 to 160,300

**Travel:**

Limited travel may be associated with this position.

**Application Process:**

Applicants are required to submit a cover letter (highlighting relevant experience) and a resume. Please reference announcement OPCL ATY-0216 in your cover letter.

Applicants are encouraged to email applications to [Carla.Andrews@usdoj.gov](mailto:Carla.Andrews@usdoj.gov) Email links icon with OPCL ATY-0216 in the subject line. No telephone calls please.

**Application Deadline:**

Tuesday, December 27, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

One

Updated December 13, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 27, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Carla.Andrews@usdoj.gov](mailto:Carla.Andrews@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:  
Applicants are required to submit a cover letter (highlighting relevant experience) and a resume. Please reference announcement OPCL ATY-0216 in your cover letter.

Applicants are encouraged to email applications to [Carla.Andrews@usdoj.gov](mailto:Carla.Andrews@usdoj.gov) Email links icon with OPCL ATY-0216 in the subject line. No telephone calls please.

Application Deadline:  
Tuesday, December 27, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
One

**ID:** 2502

## **TRIAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE

CRIMINAL DIVISION (CRM)

ASSET FORFEITURE AND MONEY LAUNDERING  
SECTION

ATTORNEY

WASHINGTON, DC 20004

UNITED STATES

16-CRM-DET-060

About the Office:

The Asset Forfeiture and Money Laundering Section (AFMLS) leads the Department's asset forfeiture and anti money laundering enforcement efforts. AFMLS provides leadership by: (1) prosecuting and coordinating complex, sensitive, multidistrict, and international money laundering and asset forfeiture investigations and cases; (2) providing legal and policy assistance and training to federal, state, and local prosecutors and law enforcement personnel, as well as to foreign governments; (3) assisting Departmental and interagency policymakers by developing and reviewing legislative, regulatory, and policy initiatives; and (4) managing the Department's Asset Forfeiture Program, including distributing forfeited funds and properties to appropriate domestic and foreign law enforcement agencies, as well as adjudicating petitions for remission or mitigation of forfeited assets.

This position is assigned to the Bank Integrity Unit (BIU) within AFMLS. BIU investigates and prosecutes complex, multidistrict and international criminal cases involving the financial institutions and individuals who violate the Bank Secrecy Act, the money laundering statutes, U.S. sanctions regimes (such as the International Emergency Economic Powers Act (IEEPA) and the Trading with the Enemy Act (TWEA), and other related statutes. BIU's investigations and prosecutions generally focus on financial institutions and their officers, managers, and employees, especially when their actions threaten the integrity of the individual institution or the wider financial system. BIU's focus encompasses the full range of financial institutions as defined by the Bank Secrecy Act, including casinos, money service businesses, and others.

Job Description:

The Criminal Division, Asset Forfeiture and Money Laundering Section, U.S. Department of Justice seeks experienced, motivated attorneys for the Bank Integrity Unit that will focus on investigating and

prosecuting financial institutions and individuals for Bank Secrecy Act and money laundering criminal violations.

As a Trial Attorney, the incumbent:

Investigates and pursues criminal violations by financial institutions and their officers, managers, and employees, especially when the violations include the Bank Secrecy Act, the Money Laundering Control Act, and willful violations of U.S. sanctions regimes (such as IEEPA and TWEA); Leads and undertakes the most complex investigations and prosecutions within the federal courts throughout the United States; makes charging decisions and proposes dispositions with regard to assigned cases, issues lacking precedent, and other challenges in compliance with Department, Division, and Section policies and practices; Contributes to the development and maintenance of BIU's mission by maintaining positive and effective relationships with our numerous law enforcement partners; Coordinates and partners with U.S. Attorneys, attorneys in other federal law enforcement agencies, FinCEN, and other regulators in the development and management of MLBIU prosecutions; Advises and instructs federal agents and U.S. Attorneys on complicated questions of law and Departmental policy; and Advises and consults with the BIU Deputy Chief, the AFMLS Section Chief, the Deputy Assistant Attorney General, the Assistant Attorney General, and others on the status of all cases and matters.

Qualifications:

Required Qualifications:

Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least 4 years post J.D. experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff. Applicants must be an active member of the bar in good standing.

Preferred Qualifications: Qualifications will be further evaluated based upon the presence of any of the following competencies.

Ability to plan and carry out complex cases involving violations of federal statutes.

Superior oral advocacy preparation and experience.  
Superior written and analytical skills.

**Salary:**

Under a detail assignment, there is no change to the selectee's base pay.

**Travel:**

Bank Integrity Unit attorneys regularly travel in the United States, to other countries, or both.

**Application Process:**

While this vacancy announcement expires on December 25, 2016, the announcement may be closed at any time if a selection is made. The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

All interested attorneys meeting these qualifications should submit a cover letter and resume to [AFMLSAttorney.Hiring@usdoj.gov](mailto:AFMLSAttorney.Hiring@usdoj.gov) Email links icon.

**Application Deadline:**

Sunday, December 25, 2016

**Relocation Expenses:**

Relocation expenses are not authorized.

**Number of Positions:**

1

Updated December 20, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants**

with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

Suitability and Citizenship: 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 25, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [AFMLSAttorney.Hiring@usdoj.gov](mailto:AFMLSAttorney.Hiring@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:  
While this vacancy announcement expires on December 25, 2016, the announcement may be closed at any time if a selection is made. The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

All interested attorneys meeting these qualifications should submit a cover letter and resume to [AFMLSAttorney.Hiring@usdoj.gov](mailto:AFMLSAttorney.Hiring@usdoj.gov)Email links icon.

Application Deadline:  
Sunday, December 25, 2016  
Relocation Expenses:  
Relocation expenses are not authorized.  
Number of Positions:  
1

**ID:** 2491

## **TRIAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE  
CRIMINAL DIVISION (CRM)  
COMPUTER CRIME AND INTELLECTUAL PROPERTY  
SECTION  
ATTORNEY  
WASHINGTON, DC 20530  
UNITED STATES  
17-CRM-CCIPS-025

**About the Office:**

The Computer Crime and Intellectual Property Section (CCIPS) strives to do justice and protect victims of computer and intellectual property crime by uniquely combining technical expertise, legal insight, and effective advocacy. In implementing this goal, CCIPS pursues three overarching goals: to deter and disrupt computer and intellectual property crime, to guide the proper collection of electronic evidence by investigators and prosecutors, and to provide technical and legal advice and assistance to agents and prosecutors in the U.S. and around the world. It executes this mission in a wide variety of ways, including (a) by pursuing and coordinating investigations and prosecutions, and helping others to do so; (b) through activities that build the international legal and operational environment that allows for successful investigations and prosecutions; (c) by providing expert legal and technical advice and support to the Department, investigative agencies, and other executive branch agencies; and (d) by developing and advocating for computer and intellectual property crime policies and legislation.

**Job Description:**

Section attorneys are responsible for independently investigating, prosecuting, and trying computer crime and intellectual property matters. Attorneys in the section:

Investigate and prosecute cases involving intellectual property violations and attacks on computers and computer networks; Advise prosecutors and law enforcement agents about technology issues; Train investigators and other prosecutors and speak to a variety of audiences; Propose, write, and advise on legislation relating to computer and intellectual property crimes and to the collection of electronic evidence; Lead international efforts to promote effective cooperation to address the threats of computer and intellectual property crime; and Draft policies and monographs addressing significant issues relating to these responsibilities.

**Qualifications:**

**Required Qualifications:** Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least 4 years post J.D. experience to include one year of specialized experience. Examples of specialized experience are: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff. Applicants must be an active member of the bar in good standing.

**Preferred Qualifications:** Your qualifications will be further evaluated based upon the following preferred qualifications.

Criminal prosecution or defense experience;  
Experience with complex investigations and the use of legal process (such as subpoenas and wiretap orders), especially in gathering electronic evidence;  
Technical knowledge of computers, networking, and investigative technologies (such as tracing Internet communications);  
Experience with legislative or policy development, especially policy related to criminal law, intellectual property, attacks on computer networks, and the collection of electronic evidence;  
Substantive knowledge of 4th Amendment law, particularly as it relates to seizing computers;  
International training or experience, particularly in negotiating international agreements, in mutual legal assistance, and in fields related to CCIPS' work, such as computer security or intellectual property rights protection;  
Working experience with U.S. government structures and inter-agency processes, especially relating to computer or intellectual property crime or the development of military, intelligence, or IT security policy;  
Experience developing and delivering training programs and oral presentations on law enforcement subjects; and  
Experience working with foreign government officials, providing training to foreign audiences, and familiarity with U.S. foreign policy as it relates to internet and technology issues.

**Salary:**

\$128,082.00 to \$160,300.00

**Travel:**

Domestic and international travel may be required.

**Application Process:**

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting

documents and complete your profile prior to applying.  
Once you have an account, apply to the USAJobs  
vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/459953800>

Application Deadline:  
Friday, December 23, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
2  
Updated December 16, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See

list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 23, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

If you do not already have an account, please create a USAJobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying. Once you have an account, apply to the USAJobs vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/459953800>

Application Deadline:  
Friday, December 23, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
2

**ID:** 2494

## **TRIAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE  
CRIMINAL DIVISION (CRM)  
FRAUD SECTION  
ATTORNEY  
WASHINGTON, DC 20530  
UNITED STATES  
17-CRM-FRD-027

About the Office:

The Fraud Section comprises three litigating units that investigate and prosecute complex white-collar criminal cases across the country, as well as internationally, and has responsibility for implementing and coordinating the Department's fraud enforcement policy. Fraud Section prosecutors handle the following types of cases: corporate, securities and investment fraud; foreign bribery (Foreign Corrupt Practices Act); health care fraud; financial institution and insurance fraud; mortgage fraud; procurement and government program fraud (including fraud related to economic stimulus and recovery programs); mass marketing fraud and other complex criminal schemes. These positions will be filled in the Healthcare Fraud unit.

Job Description:

The Criminal Division, U.S. Department of Justice, is seeking qualified, experienced attorneys for term positions in the Fraud Section's Health Care Fraud (HCF) strike forces located across the country. The incumbent will serve as a Trial Attorney in the Healthcare Fraud unit (HCF) and, as such, independently direct, conduct, and monitor investigations, prepare and conduct trials, and advise on pleadings and other court filings. As a Trial Attorney, the incumbent:

Handles the development and management of HCF prosecutions. Engages in all phases of investigation and litigation, including, but not limited to, the use of grand jury, advising federal law enforcement agents, preparing appropriate pleadings, and litigating motions and trials before U.S. District Courts across the country. Makes charging decisions and proposes dispositions with regard to assigned cases.

In collaboration with unit managers, develops and maintains the Section's program to foster effective national investigation and prosecution of HCF violations, including advising on strategy and legal complexities, and developing litigation priorities, policy, and legislative recommendations.

Qualifications:

Required Qualifications: Interested applicants must possess a J.D. degree, be duly licensed and authorized to

practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing. To qualify at the GS-15 grade level, applicants must have at least four (4) years post J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff.

**Preferred Qualifications:**

Experience as a criminal prosecutor.  
Knowledge of white collar criminal litigation.  
Experience in supporting, litigating, and supervising federal or state criminal cases.  
Experience in U.S. District Court or state court.  
Experience conducting investigations of organizations and entities, including corporations.  
Experience with the federal judiciary.  
Experience with healthcare fraud, either civil or criminal.

**Salary:**

GS-15: \$102,646.00 - \$133,444.00 per year (See OPM salary tables at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>)

**Travel:**

Domestic travel will be required.

**Application Process:**

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying. Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.

2. Once you have an account, apply to the USAjobs vacancy:

<https://www.usajobs.gov/GetJob/ViewDetails/459789000/>

**Application Deadline:**

Thursday, December 29, 2016

**Relocation Expenses:**

Relocation expenses are not authorized.

**Number of Positions:**

Few

Updated December 16, 2016

\* \* \*



## Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 29, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAJobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.

2. Once you have an account, apply to the USAJobs vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/459789000/>

Application Deadline:  
Thursday, December 29, 2016  
Relocation Expenses:  
Relocation expenses are not authorized.  
Number of Positions:  
Few

**ID: 2495**

## **TRIAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE

CIVIL DIVISION (CIV)

COMMERCIAL LITIGATION BRANCH, NATIONAL  
COURTS

ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

CIV-NC-TA-2016-03

About the Office:

The Civil Division, with more than 1,000 attorneys and 14 litigating components, represents the United States, its departments and agencies, Members of Congress, Cabinet officers and other Federal employees. The National Courts Section is among the Department of Justice's busiest litigating components, conducting dozens of trials and more than 100 appellate arguments each year. It handles complex trial and appellate litigation involving government contracts, constitutional claims, government pay and personnel suits, veterans' and other benefits appeals, and international trade and tariff matters. The Section is one of five sections of the Civil Division's Commercial Litigation Branch. The Civil Division is regularly voted one of the top places to work in the annual Best Places to Work in the Federal Government survey. For more information about the National Courts Section, please go to:

<http://www.justice.gov/civil/commercial/national-courts/c-natcourts.html>

Job Description:

The National Courts Section seeks two experienced attorneys to represent the United States in all aspects of "first chair" trial and appellate litigation. At the trial stage, attorneys personally manage their own cases, conduct fact investigation, work with expert witnesses, serve and respond to written discovery, take and defend depositions, write all substantive and procedural briefs, conduct all aspects of any trial, and present oral argument in the United States Court of Federal Claims and the United States Court of International Trade. Attorneys also personally handle all aspects of appeals in the United States Court of Appeals for the Federal Circuit. In addition, attorneys first-chair alternative dispute resolution proceedings and settlement negotiations, and recommend settlements of litigation when appropriate. For larger cases,

attorneys work collaboratively as members of trial teams. Whether handling trial cases and appeals as counsel of record or as part of a trial team, all attorneys work closely with counsel from Federal client agencies.

National Courts attorneys appear principally in three Federal courts of nation-wide jurisdiction: the United States Court of Appeals for the Federal Circuit, the United States Court of Federal Claims, and the United States Court of International Trade. Attorneys also occasionally handle matters within the Section's various areas of expertise in other Federal district and circuit courts, as well as in administrative tribunals and international arbitration fora. Attorneys practice in a diverse range of often complex subject-matter, including government contracts, procurement challenges, and other commercial and administrative disputes. Other Section cases involve defense of takings under the 5th Amendment of the Constitution, and military and civilian pay actions. Section attorneys also prosecute civil actions to recover money secured fraudulently from the United States. Attorneys in the international trade practice defend special duties imposed on dumped or subsidized imports, prosecute customs fraud, and enforce other international trade laws at both the trial and appellate stages. The Section has primary responsibility for the majority of appeals to the Court of Appeals for the Federal Circuit, including appeals from the Court of Federal Claims, the Court of International Trade, the boards of contract appeals, the United States Court of Appeals for Veterans Claims, and the Merit Systems Protection Board.

#### Qualifications:

Applicants must be a graduate from a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), have at least two years of post J.D. experience to qualify at the GS-13 level; three years of post J.D. experience to qualify at the GS-14 level; and four years of post J.D. experience to qualify at the GS-15 level. You must also be a U.S. citizen.

Applicants should have a strong interest in trial and appellate work, excellent writing and oral advocacy skills, and an exceptional academic background. Applicants should anticipate working on fast-paced, complex litigation, and feel comfortable in a courtroom setting. Judicial clerkship experience is highly desirable.

The Section offers a fast-paced, collegial work

environment that requires attorneys to exercise sound judgment at all times. Attorneys must have excellent time-management skills and be willing to assume substantial responsibility. Because Section attorneys appear in courts with nationwide jurisdiction, occasional travel, sometimes international travel, is required.

Salary:

\$92,145.00 to \$160,300.00 / Per Year

Travel:

Frequent travel may be required. (25% or Greater)

Application Process:

You must submit a cover letter, resume, and writing sample. (10 to 20 pages in length) If you are claiming veterans preference, you must also submit your DD-214, and/or other documentation that support your claim. PLEASE DO NOT SUBMIT ANY OTHER DOCUMENTATION.

You must EMAIL your application to:

NationalCourts.Vacancies@usdoj.govEmail links icon

Please use 'Announcement # ' CIV-NC-TA-2016-03' as your SUBJECT LINE.

You must submit your application so that it will be RECEIVED by the closing date of the announcement - EST.

Application Deadline:

Wednesday, December 28, 2016

Relocation Expenses:

Not authorized.

Number of Positions:

2

Updated December 14, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 22, 2016

**Expiration Date:** December 28, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [NationalCourts.Vacancies@usdoj.gov](mailto:NationalCourts.Vacancies@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
You must submit a cover letter, resume, and writing sample. (10 to 20 pages in length) If you are claiming veterans preference, you must also submit your DD-214, and/or other documentation that support your claim. PLEASE DO NOT SUBMIT ANY OTHER DOCUMENTATION.

You must EMAIL your application to:  
[NationalCourts.Vacancies@usdoj.gov](mailto:NationalCourts.Vacancies@usdoj.gov)Email links icon

Please use 'Announcement # ' CIV-NC-TA-2016-03' as your SUBJECT LINE.



You must submit your application so that it will be  
RECEIVED by the closing date of the announcement  
- EST.

Application Deadline:  
Wednesday, December 28, 2016  
Relocation Expenses:  
Not authorized.  
Number of Positions:  
2

**ID:** 2499

## **Associate Attorney**

UpRight Law (Chicago, IL)

**Position Type:** Full-time

**Practice Area(s):** Bankruptcy

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** UpRight Law is on a mission to connect consumers with attorneys through the use of cutting-edge technology. Our team members provide clients with access to justice so that they can get on the path to a debt-free future. We consistently achieve 100% year-over-year growth and were recently named one of Chicago's top digital companies for the second year in a row.

Description:

UpRight Law is a national law firm seeking an Associate Attorney to directly engage with clients at the onset of representation. The ideal candidate will have moot court experience or a background in sales, a commitment to providing exceptional client service, and an eye for detail. Must be willing to relocate to Chicago. State bar license (any) required; dual-licensure, admission to U.S. District Courts, and/or high UBE score a plus. Bi-lingual a plus. Please note all license-related details in your resume and/or cover letter.

As an Associate Attorney, you will perform client intake, analyze new client case files for red flag issues, draft petitions, and identify key issues to be addressed by partners of the firm. You will act as a trusted contact for our clients, answering any questions they may have about our process and getting them excited about the fresh start that awaits them. You will be an active participant in our quest to innovate the legal industry while upholding strict compliance standards.

Our firm offers an unmatched work environment, cultivated by passionate attorneys and legal professionals who are dedicated to providing our clients with access to justice. You will receive comprehensive subject-matter training and a fast-paced startup environment that rewards outstanding performance with growth opportunities.

Benefits:

Competitive base salary with full benefits package and paid holidays  
High level training and opportunities for career growth  
Convenient downtown office located in the Loop, close to all forms of transportation  
Positive and energetic work atmosphere that fosters collaboration  
Social activities and a work-life balance philosophy

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 21, 2016

**Expiration Date:** January 4, 2017

**Contact:** Samuel Palosaari  
79 W. Monroe 5th floor, Chicago Illinois 60603  
<https://www.uprightlaw.com>

**Resume Receipt:** E-mail

**Default email for resumes.:** [Spalosaari@uprightlaw.com](mailto:Spalosaari@uprightlaw.com)

**ID:** 2486

## **Charleston Attorney Position**

Legal Aid of West Virginia

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Charleston Attorney Position

Immediate opening for an attorney in Legal Aid of West Virginia's Charleston office providing legal services to veterans in partnership with regional community organizations. Highly rewarding work with great benefits (4+ weeks' vacation/holidays, PEIA medical coverage). Join our committed team, who are seeking justice, changing lives. Send cover letter and resume via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Wednesday, January 11, 2017. EOE Qualified attorneys with military experience, women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 21, 2016

**Expiration Date:** January 11, 2017

**Contact:** Ms. Kerry LeMasters  
Administrative Director  
Administrative Director Legal Aid 922 Quarrier Street  
Charleston, West Virginia 25301 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [jobs@lawv.net](mailto:jobs@lawv.net)

**Additional Documents:** Cover Letter, Other Documents

**ID:** 2488

## Huntington Attorney Position

Legal Aid of West Virginia

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Huntington Attorney Position

Immediate opening for an attorney in Legal Aid of West Virginia's Huntington office to provide civil legal services to domestic violence and sexual assault victims. This position will involve litigation, outreach, and close work with community partners with expertise in working with survivors of domestic violence and sexual assault. Highly rewarding work with terrific benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to improve your community and your quality of life at the same time. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Wednesday, January 11, 2017. EOE Qualified attorneys with military experience, women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 21, 2016

**Expiration Date:** January 11, 2017

**Contact:** Ms. Kerry LeMasters  
Administrative Director  
Administrative Director Legal Aid 922 Quarrier Street  
Charleston, West Virginia 25301 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [jobs@lawv.net](mailto:jobs@lawv.net)

**Additional Documents:** Cover Letter, Other Documents

**ID:** 2487

## **Product Tort and Insurance Litigation Associate**

Frost Brown Todd, LLC (Louisville, KY )

**Position Type:** Full-time

**Practice Area(s):** Insurance, Litigation

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Frost Brown Todd LLC, one of the largest regional law firms in the Midwest and one of the 150 largest law firms in the United States, seeks a litigation associate for the Charleston, West Virginia office. The candidate should have 3-5 years of experience to support our Product, Tort and Insurance Litigation Practice Group with depositions, hearings and drafting pleadings. More experienced candidates will also be considered. Applicants must have a strong academic record and excellent research and writing skills. Please visit our web page and use the "self-apply" feature at <http://www.frostbrowntodd.com/careers-openings-attorneys.html> to submit your application. Frost Brown Todd LLC is an equal opportunity employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 21, 2016

**Expiration Date:** December 30, 2017

**Contact:** Ms. Sonya Yadon  
Attorney Recruiting and Development Manager  
400 West Market Street 32nd Floor, Louisville Kentucky  
40202-3363

**Resume Receipt:** Other (see below)

**How To Apply:** <http://www.frostbrowntodd.com/careers-openings-attorneys.html>

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

**ID:** 2484

## **Senior Litigation Attorney**

The Office of the West Virginia Attorney General (Charleston, WV)

**Position Type:** Full-time

**Practice Area(s):** Litigation

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:**

Senior Litigation Attorney: The Attorney General is currently seeking a Senior Litigation Attorney. Ideal candidates will have highly accomplished academic and employment credentials with a minimum of six (6) years of litigation experience. Candidates will have superior written and oral communication skills. Successful candidates will be aggressive and focused with the ability to produce a high-quality legal product that meets exacting standards while seeking to enhance the reputation of the Attorney General's Office as a top law firm in the State of West Virginia. Candidates will be expected to work long hours as needed. Candidates must also have an active WV license or be eligible for admission.

In addition to the materials required above, please provide a law school transcript and writing sample. Please send your resume and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Senior Litigation Attorney" in the subject line.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 20, 2016

**Expiration Date:** January 20, 2017

**Contact:** Ms. Cara B. Lightner  
Director of Human Resources  
State Capitol Building 1, Room E-26 Charleston West Virginia

**Resume Receipt:** E-mail

**Default email for resumes.:** [jobs@wvago.gov](mailto:jobs@wvago.gov)

**Additional Documents:** Cover Letter, Writing Sample

**ID:** 2483

## **TRIAL ATTORNEY (Child Protection)**

Office of the Attorney General for the District of Columbia  
(Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NO: #17-016\*

\*If you applied for vacancies #17-013 and #17-014,  
you will also be considered for this position.  
There is no need to re-apply.

**POSITION TITLE:**

TRIAL ATTORNEY (Child Protection)

**POSITION GRADE & SERIES:** LS-12/1 to 13/1

**SALARY RANGE:** \$79,810 – \$94,915

Salary in this range will be based on a multitude of  
factors including applicable rules, regulations and  
guidelines.

**OPENING DATE:** December 19, 2016

**CLOSING DATE:** January 9, 2017

**DURATION OF APPOINTMENT:** Permanent

**AREA OF CONSIDERATION:** Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General

for the District of Columbia

Family Services Division

Child Protection Sections

200 I Street SE (4th Floor)

Washington, DC 20003

**NO. OF VACANCIES:** One (1)

This position is in the collective bargaining unit  
represented by AFGE Local 1403 and you may be  
required to pay an agency service fee through direct  
payroll deduction.

**DESCRIPTION OF DUTIES:** The Office of the Attorney  
General for the District of Columbia is seeking a trial  
attorney for the Family Services Division, Child  
Protection Section.

Attorneys in the Child Protection Sections represent  
the District of Columbia on behalf of the Child and  
Family Services Agency (CFSA) in an attorney-client  
relationship in child abuse and neglect cases in the  
Family Court of the D.C. Superior Court. There are  
four Child Protection Sections and attorneys in these  
sections handle all aspects of child neglect litigation  
on behalf of the District and CFSA, from petitioning  
through the achievement of permanency. Attorneys  
are responsible for petitioning new cases alleging  
child abuse or neglect, propounding and/or  
responding to discovery, filing and/or responding to  
pre-trial motions, participating in mediation,  
preparing witnesses to testify at trial, and presenting  
evidence at trial.

The attorneys also represent CFSA post-adjudication  
with the goal of ultimately securing a safe and  
permanent home for children through reunification,  
adoption or guardianship. In the post-adjudication



phase of a neglect case, attorneys are responsible for representing CFSA at review of disposition, status and permanency hearings, participating in evidentiary hearings, filing motions and responsive pleadings. In addition, the attorneys provide advice and counsel to social workers and other professionals from CFSA regarding compliance with local and federal law, participate in team meetings as necessary, and work with various multi-disciplinary team members. Attorneys simultaneously maintain a trial caseload and post-adjudication caseload.

The successful candidate must possess strong negotiation, litigation and analytical skills. A demonstrated commitment to work in the area of child welfare is preferred, but not required.

**ELIGIBILITY:** The candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your initial appointment with the Office of the Attorney General for the District of Columbia.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) specifically addressing relevant experience; 2) résumé; 3) list of three references; and 4) a writing sample to

OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 20, 2016

**Expiration Date:** January 9, 2017

**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington,  
District of Columbia 20001 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Arlyntha.Love@dc.gov](mailto:Arlyntha.Love@dc.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) specifically addressing relevant experience; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**ID:** 2481

## Healthy Communities Associate Attorney

Earthjustice (Washington DC)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** Earthjustice has requested that you include the following job opportunity(ies) in the listings you make available to your recent graduates and experienced alumni/ae:

Job Title: Healthy Communities Associate Attorney

Lawmatch Job ID 31860130

Company Name: Earthjustice

Practice Setting: Public Interest

Job Function: Attorney

Required Exp. 0+ Years

Job Type: Full-Time

Location(s): Washington, DC, United States

Job Expire Date: 01/31/2016

Job Admin. Contact\* hmarar@earthjustice.org

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters and citizens to engage the critical environmental issues of our time, and bring about positive change. We are here because the earth needs a good lawyer.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

Earthjustice is now accepting applications for an Associate Attorney to join its Healthy Communities practice and to work closely with our Vice President of Litigation for Healthy Communities, Managing Attorneys, and other program staff to continue our very successful litigation in this area and to help develop this area of work. This program is at the heart of Earthjustice's mission to defend the right of all people to a healthy environment and encompasses Earthjustice's work on clean air, clean water, toxic chemicals and wastes, and related domestic and international issues. The attorney selected for this position will focus on our air and toxics practice area, but also will assist on litigation

and other advocacy in our efforts to protect the environment and health in the nation's most overburdened communities.

#### Responsibilities

- ? Work closely with Staff Attorneys and clients to investigate, develop, and prosecute cases.

- ? Participate in the full range of tasks involved in complex litigation, including factual investigation, legal research, discovery, briefing, witness preparation, and oral advocacy.

- ? As an Associate Attorney gains experience, typically her or his case load will include both cases for which he or she has primary responsibility under the supervision of a Staff Attorney, and cases on which he or she works in a supporting role with Staff Attorneys.

The Associate Attorney program is a two-year position with a possible extension for a third year. This program is designed to help attorneys develop into thoughtful, professional, and effective advocates skilled in the various phases of public interest litigation. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations.

#### Required Qualifications

- ? Law school graduate admitted to, or willing to apply for admission to, the District of Columbia State Bar.

- ? 0-5 years of litigation experience preferred.

- ? Excellent research, analytic, writing and communication skills.

- ? Strong work ethic, initiative, sound yet creative judgment.

- ? Strong desire to fight for the right of all to a healthy environment.

- ? Ability to work well in a team-oriented atmosphere.

- ? Commitment to public interest work and a passion for the role of Earthjustice and its mission.

- ? Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.

- ? Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

#### To Apply

Interested candidates should submit a:

- ? Resume.

- ? One or two page cover letter that addresses your interest in, and qualifications for the position.

- ? Writing sample, preferably a legal brief or memorandum that primarily reflects your work.

? Law school transcript.  
? List of three references.  
To the following application link:  
[https://app.jobvite.com/j?  
aj=o9Fs4fw4&s=LawMatch](https://app.jobvite.com/j?aj=o9Fs4fw4&s=LawMatch)

Applications will be reviewed on a rolling basis until the position is filled.

Please reach out to [jobs@earthjustice.org](mailto:jobs@earthjustice.org) if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 19, 2016

**Expiration Date:** January 31, 2017

**Contact:** Alix R. Cotumaccio  
Washington, District of Columbia

**Resume Receipt:** E-mail

**Default email for resumes.:** [ajobs@earthjustice.org](mailto:ajobs@earthjustice.org)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** To Apply

Interested candidates should submit a:

? Resume.  
? One or two page cover letter that addresses your interest in, and qualifications for the position.  
? Writing sample, preferably a legal brief or memorandum that primarily reflects your work.  
? Law school transcript.  
? List of three references.  
To the following application link:  
[https://app.jobvite.com/j?  
aj=o9Fs4fw4&s=LawMatch](https://app.jobvite.com/j?aj=o9Fs4fw4&s=LawMatch)

Applications will be reviewed on a rolling basis until the position is filled.

Please reach out to [jobs@earthjustice.org](mailto:jobs@earthjustice.org) if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

**ID:** 2477

## **Judicial Law Clerk**

The Circuit Court of Garrett County (Oakland, MD.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** The Circuit Court of Garrett County is accepting applications for a Judicial Law Clerk position. The incumbent law clerk will work directly with Judge Raymond G. Strubin performing legal research and drafting memoranda and orders including civil, family and criminal.

Duties (Non-exhaustive):

- Reviews, studies and researches laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Prepares legal memoranda, statement of issues involved and proposed orders, including appropriate suggestions or recommendations to the judge.
- Compiles references on laws and decisions necessary for legal determinations.
- Confers with judge concerning legal questions, construction of documents and granting of orders.
- Attends court sessions to hear oral arguments.
- Prepares and summarizes case files in advance of hearings and monitors cases under advisement.

Typical Qualifications:

- Graduate of an accredited law school.
- Knowledge of court practices and procedures.
- Knowledge of legal terminology and concepts.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people, including attorneys and pro se parties.
- Ability to research complex legal problems or questions and apply legal principles.
- Ability to represent the court in a respectful manner.
- Ability to establish and maintain effective working relationships with others.
- Familiarity with Microsoft products, including legal research software is preferred.

To Apply:

Please apply for this position by submitting a resume and writing sample to [tracey.henline@mdcourts.gov](mailto:tracey.henline@mdcourts.gov)

For questions or for more information, please contact Tracey Henline at  
301-334-7600  
[tracey.henline@mdcourts.gov](mailto:tracey.henline@mdcourts.gov)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 19, 2016

**Expiration Date:** February 17, 2017

**Contact:** Tracey Henline  
Family Magistrate  
203 South 4th Street Oakland, Maryland 21550  
United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [tracey.henline@mdcourts.gov](mailto:tracey.henline@mdcourts.gov)

**Additional Documents:** Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** To Apply:  
Please apply for this position by submitting a resume and writing sample to [tracey.henline@mdcourts.gov](mailto:tracey.henline@mdcourts.gov)

**ID:** 2478



## **MID-LEVEL ASSOCIATE POSITION**

Fletcher, Heald & Hildeth, PLC (Arlington, VA)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** MID-LEVEL ASSOCIATE POSITION  
FLETCHER, HEALD & HILDRETH, PLC, Arlington, Virginia, is seeking a mid-level associate, with 4 – 6 years' experience, who is interested in practicing communications law in the Washington, DC area. We practice primarily before the Federal Communications Commission, but also have an extensive business, intellectual property, appellate and transactional practice. We represent radio and TV stations, high-tech entrepreneurs, wireless providers, wireline telephone companies, satellite services, microwave and power-line internet providers, radio astronomers, and many other companies before the FCC. We also represent clients before the U.S. Copyright Office and Patent and Trademark Office.  
The firm was founded in 1936 and currently has 31 lawyers. Our website is at [www.fhhlaw.com](http://www.fhhlaw.com).  
Candidates must have superior academic credentials, excellent writing skills and the interest and ability to work in a mid-size firm environment. We offer competitive salary opportunities and a full range of benefits. Please submit a resume and cover letter to [evans@fhhlaw.com](mailto:evans@fhhlaw.com).

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 19, 2016

**Expiration Date:** February 15, 2017

**Contact:** Ms. Joan P. George  
Assistant to Hiring Partner  
1300 North 17th Street 11th Floor, Arlington Virginia  
22209

**Resume Receipt:** E-mail

**Default email for resumes.:** [george@fhhlaw.com](mailto:george@fhhlaw.com)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** . Please submit a resume and cover letter to [evans@fhhlaw.com](mailto:evans@fhhlaw.com).

**ID:** 2475

## **In-House Counsel**

Fidelity National Title Group (Omaha, NE)

**Position Type:** Full-time

**Practice Area(s):** Insurance, Real Property

**Geographic Preference:** Upper Midwest (KS, NE, ND, SD)

**Description:** Fortune 500 Company seeking candidates for entry level In-House Counsel positions in Omaha, Nebraska. Issues involve real property, title, and litigation. Preferred candidates will have a litigation background and/or real property experience, as well as strong organizational skills.

**Desired Class Level:** 3L, Graduate/Alumni

**Posting Date:** December 16, 2016

**Expiration Date:** January 16, 2017

**Contact:** Rennae Ross  
2533 N. 117th Avenue Omaha, Nebraska 68164

**Resume Receipt:** E-mail

**Default email for resumes.:** [rennae.ross@fnf.com](mailto:rennae.ross@fnf.com)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Cover Letters should be addressed to:

Ms. Rennae Ross  
Administrative Assistant  
Fidelity National Title Group  
2533 North 117th Avenue  
Omaha, Nebraska 68164

**ID:** 2359

## **Associate Attorney**

Gemondo & McQuiggan, LLP (Wheeling, WV, Bridgeport, WV, Canton, OH & Pittsburgh, PA)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** Position: Associate Attorney (Full-Time)

Job Description: Oil and Gas Law Firm seeks highly motivated individual to assist with completion of certified mineral title work. License to practice law in West Virginia is required. Must be willing to commit 60 hours per week. Must have flexibility to relocate in close proximity to one of the following office locations (either Wheeling, WV area --- or Pittsburgh, PA area). This is a competitive salary position with opportunity for advancement. Sustained commitment and performance will be rewarded. Serious and career-oriented people should respond by with resume attached. Please have all resumes and responses sent to mborutski@shalegaslawyers.com.

Compensation: \$60,000 - \$90,000 starting salary dependent upon experience.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 15, 2016

**Expiration Date:** January 16, 2017

**Contact:** Melanie D. Borutski  
Administrative Manager  
1144 Market Street Suite 101 Wheeling, West  
Virginia 26003 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [mborutski@shalegaslawyers.com](mailto:mborutski@shalegaslawyers.com)

**Requested Document Notes:** Serious and career-oriented people should respond by with resume attached. Please have all resumes and responses sent to mborutski@shalegaslawyers.com.

**ID:** 2390

## **ASSISTANT UNITED STATES ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO NORTHERN DISTRICT OF GEORGIA

ASSET FORFEITURE

ATTORNEY

75 TED TURNER DRIVE SW

SUITE 600

ATLANTA, GA 30303

UNITED STATES

17-GAN-AUSA-03

About the Office:

The United States Attorney's Office prosecutes federal criminal offenses, seeks recovery of government funds fraudulently obtained, litigates affirmative civil fraud and enforcement actions, and defends the U.S. Government's interest in civil cases. The United States Attorney's Office, Northern District of Georgia is located in Atlanta, Georgia. In addition to the main office in downtown Atlanta, we maintain three intermittently staffed offices located in Rome, Newnan, and Gainesville. More information about the United States Attorney's Office for the Northern District of Georgia is available at <http://www.usdoj.gov/usao/gan>.

Job Description:

Responsibilities and Opportunity Offered: The Northern District of Georgia is currently seeking highly qualified applicants for a permanent Assistant United States Attorney (AUSA) position in our Criminal Division. All initial attorney appointments to the Department of Justice are made on a 14-month (temporary) basis pending favorable adjudication of a background investigation. The selected AUSA will be assigned to the Criminal Division where the attorney will lead the Suspicious Activity Report (SAR) review team. The SAR review team is a multidisciplinary group of federal prosecutors and agents. On an ongoing basis, the team reviews Bank Secrecy Act reports filed by financial institutions alerting law enforcement to possible violations of federal law, including fraud, drug trafficking development and management of criminal and financial investigations that result from the Bank Secrecy Act report reviews conducted. This important work may lead to criminal prosecutions in meritorious cases as well as civil or criminal seizures of financial assets and related forfeiture actions. The SAR attorney may also litigate other asset forfeiture matters as assigned.

Qualifications:

Required qualifications: Applicants must possess a J.D. degree from a law school approved by the American Bar Association, be an active member of the bar (any jurisdiction), and have at least one year post-J.D. experience.

United States citizenship is required.

Preferred qualifications: The preferred applicants for this position will have a solid academic background, strong legal research and writing skills, experience with asset forfeiture litigation or complex case investigations, with a business, securities, or white collar litigation background. The applicant should possess experience in managing and organizing voluminous documentary evidence and synthesizing the information in these materials to present an effective case. While not required, experience taking or defending depositions and conducting witness interviews, and/or experience in the federal system is desirable. Applicants must demonstrate analytical ability, good judgment, and excellent communication skills. Applicants must also exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and client agencies.

(\*Note: You must become a member of the Georgia bar within 18 months of appointment as an Assistant United States Attorney. If you are a member of the bar in any jurisdiction other than Georgia, you may apply for admission on motion without examination, provided you meet all eligibility criteria. The state in which you were admitted by examination to membership in the bar must have comity for bar admission purposes with the State of Georgia. Reciprocity Order, eligibility criteria, and instructions for admission on motion without examination are available at <http://www.gabaradmissions.org> [external link].)

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of pay is \$61,956 to \$160,200 which includes a 19.58% locality pay supplement.

**Travel:**

Occasional travel, both within and outside the District, may be required.

**Application Process:**

If you are interested in relocating to a great United States Attorney's Office in the beautiful, rapidly growing, and still relatively affordable Atlanta area, please email a resume and a cover letter (pdf. file preferred) to [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov)

Or resumes, may be mailed to

Denise Jones

Human Resources Specialist

United States Attorney's Office

Northern District of Georgia

75 Ted Turner Drive, SW

Suite 600

Atlanta, GA 30303

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment. Please submit only one application.

No telephone calls please.

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

We are looking to fill one position.

Updated December 12, 2016

\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive

appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** January 13, 2017

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:

If you are interested in relocating to a great United States Attorney's Office in the beautiful, rapidly growing, and still relatively affordable Atlanta area, please email a resume and a cover letter (pdf. file preferred) to [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov)

Or resumes, may be mailed to

Denise Jones

Human Resources Specialist

United States Attorney's Office

Northern District of Georgia

75 Ted Turner Drive, SW

Suite 600

Atlanta, GA 30303

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment. Please submit only one application.

No telephone calls please.



Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
We are looking to fill one position.

**ID:** 2457

## **ASSISTANT UNITED STATES ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** South (LA, TX, OK, AR)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO WESTERN DISTRICT OF LOUISIANA  
ATTORNEY

800 LAFAYETTE STREET, SUITE 2200

LAFAYETTE, LA 70501

UNITED STATES

17-WDLA-AUSA-002

About the Office:

The United States Attorney's office for the Western District of Louisiana serves 42 of the state's 64 parishes. It is bordered by Texas to the west, Arkansas to the north, the Mississippi River to the east and the Gulf of Mexico to the south.

Geographically, the district encompasses two-thirds of the State of Louisiana. The main office is located in Shreveport, Louisiana, with a staffed, second office of equal size in Lafayette. There are also unstaffed, satellite offices in Alexandria, Monroe, and Lake Charles.

The United States Attorney's Office is responsible for federal criminal prosecutions and civil cases involving the United States Government. Our mission is to enforce the law and defend the interests of the United States, provide federal leadership in preventing and controlling crime, seek just punishment for those guilty of unlawful behavior, and to administer and enforce the Nation's laws to ensure fair and impartial administration of justice for all Americans.

Job Description:

The United States Attorney's Office, Western District of Louisiana, is seeking one Assistant U.S. Attorney for its Criminal Division in Lafayette. Attorneys in the Criminal Division are responsible for the prosecution of all types of crimes under federal law ranging from complex white-collar crime, public corruptions, investment schemes, illegal immigration and alien smuggling, drug trafficking, firearms violations and violent crime. The Criminal Division also includes the Anti-Terrorism Advisory Council, Appellate, Asset Forfeiture Program and Organized Crime Drug Enforcement Task Force.

As needed, additional positions may be filled from this announcement.

**Qualifications:**

Required qualifications: Applicant must possess a J.D. degree from an accredited law school, be an active member of the bar (any U.S. jurisdiction) in good standing and have at least one year post-J.D. legal or other relevant experience.

Preferred qualifications: Ideal applicants should demonstrate superior communication and courtroom skills, exhibit exceptional research and writing ability, perform thorough legal and factual analysis, demonstrate strong interpersonal skills, and exercise good judgment. Applicants should have a strong work ethic and demonstrated capacity to function, with minimum guidance, in a highly demanding environment while balancing a heavy case load.

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number years of professional attorney experience. The range of basic pay is \$51,811.00 to \$121,569.00 plus locality pay currently at 14.35%.

**Travel:**

Occasional travel both within and outside the Western District of Louisiana will be required.

**Application Process:**

Interested applicants should submit a cover letter, resume, writing sample, unofficial law school transcripts and any other required supporting documentation to the mail or email address below. Please include the vacancy announcement number 17-WDLA-AUSA-002 on your cover letter and resume. The closing date of this announcement has been extended from December 12, 2016 to December 19, 2016. Previous applicants do not need to reapply. All applications must be received at this office no later than 11:59 p.m. (CST), December 19, 2016, in order to be considered.

Please send your resume to:

Attn: HR Office

Stephanie A. Finley

United States Attorney

300 Fannin Street, Suite 3201

Shreveport LA 71101

or

USALAW.HRO@usdoj.gov (Please use .pdf format for emailed documents).

No telephone calls please. Position will be open until December 19, 2016.

Application Deadline:  
Monday, December 19, 2016  
Relocation Expenses:  
Relocation expenses will not be paid  
Number of Positions:  
One (1)  
Updated December 12, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com)

[external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 19, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Interested applicants should submit a cover letter, resume, writing sample, unofficial law school transcripts and any other required supporting documentation to the mail or email address below. Please include the vacancy announcement number 17-WDLA-AUSA-002 on your cover letter and resume. The closing date of this announcement has been extended from December 12, 2016 to December 19, 2016. Previous applicants do not need to reapply. All applications must be received at this office no later than 11:59 p.m. (CST), December 19, 2016, in order to be considered.

Please send your resume to:

Attn: HR Office

Stephanie A. Finley

United States Attorney

300 Fannin Street, Suite 3201

Shreveport LA 71101

or

USALAW.HRO@usdoj.gov (Please use .pdf format for emailed documents).

No telephone calls please. Position will be open until December 19, 2016.

Application Deadline:  
Monday, December 19, 2016

Relocation Expenses:

Relocation expenses will not be paid

Number of Positions:

One (1)

**ID:** 2460

## **ASSISTANT UNITED STATES ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Unknown

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO DISTRICT OF THE VIRGIN ISLANDS  
DISTRICT OF THE VIRGIN ISLANDS, ST. THOMAS,  
VI AND/OR ST. CROIX, VI

ATTORNEY

RON DE LUGO FEDERAL BUILDING COURTHOUSE,  
5500 VETERANS DRIVE, SUITE 260

CHARLOTTE AMALIE

ST. THOMAS, VI 00802

UNITED STATES

USVI-2016-002

About the Office:

The U.S. Attorney's Office for the District of the Virgin Islands (USAO) includes a main office located in St. Thomas and a branch office located in St. Croix. The District is situated in the territory of the U.S. Virgin Islands which consists of three primary islands, St. Thomas, St. Croix and St. John, and numerous smaller cays. The United States Attorney's Office prosecutes federal crimes and represents the interests of the United States government in civil cases. The USAO also is responsible for the collection of debts owed to the federal government.

Job Description:

The USAO is currently seeking experienced attorneys for one or more positions as an Assistant United States Attorney (AUSA) in the Civil Division. These positions may be located in either St. Thomas or St. Croix. The successful applicant(s) will have assigned responsibilities that may included the defense of tort claims, Administrative Procedure Act claims, a wide variety of land use and environmental claims and any other litigation assigned to the Civil Division. The Civil Division AUSA will draft pleadings, legal briefs, engage in discovery, research legal issues, and conduct hearings and trials.

Qualifications:

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least three years post-J.D. experience. Preferred applicants will possess superior oral and written communication skills, strong interpersonal skills and the capacity to function in a highly demanding environment with minimal guidance. Additionally, it is desired that the successful candidate have strong



academic credentials and experience in civil litigation.

Applicants will also be expected to conduct their own legal research and writing and will be substantially self-sufficient in preparing day-to-day correspondence and pleadings. Applicants must also demonstrate excellent computer literacy skills to include experience with automated research on the Internet, electronic court filing, and electronic e-mail and word processing systems.

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number years of professional attorney experience and availability of funds. The current recruiting range is \$51,811 through \$135,519 plus locality rate.

**Travel:**

Regular travel between the main office in St. Thomas and branch office in St. Croix may be required. Other occasional travel may also be required.

**Application Process:**

Cover letter, resume and writing sample may be submitted by e-mail to  
USAVI.AUSAResumes@usa.doj.gov

OR by mail to the following address:

United States Attorney's Office  
District of the Virgin Islands  
Attention: Attorney Recruitment  
Ron De Lugo Federal Building Courthouse  
5500 Veterans Drive, Suite 260  
Charlotte Amalie  
St. Thomas, Virgin Islands 00802-6424

No telephone calls please.

**Application Deadline:**

Friday, December 30, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

one or more

Updated December 9, 2016

\* \* \*

**Department Policies**

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 30, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [USAVI.AUSAResumes@usa.doj.gov](mailto:USAVI.AUSAResumes@usa.doj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:

Cover letter, resume and writing sample may be submitted by e-mail to  
USAVI.AUSAResumes@usa.doj.gov

OR by mail to the following address:

United States Attorney's Office  
District of the Virgin Islands  
Attention: Attorney Recruitment  
Ron De Lugo Federal Building Courthouse  
5500 Veterans Drive, Suite 260  
Charlotte Amalie  
St. Thomas, Virgin Islands 00802-6424

No telephone calls please.

Application Deadline:  
Friday, December 30, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
one or more

**ID:** 2463

## **ASSISTANT UNITED STATES ATTORNEY (CRIMINAL)**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** ASSISTANT UNITED STATES ATTORNEY (CRIMINAL)

SHARE

USAO SOUTHERN DISTRICT OF OHIO

ATTORNEY

COLUMBUS, OH 43215

UNITED STATES

17-OHS-1861703-AUSA

About the Office:

Our mission is to protect and serve the citizens of the Southern District of Ohio through the ethical, vigorous and impartial enforcement of the laws of the United States, and in so doing to defend the national security, improve the safety and quality of life in our communities, protect the public funds and financial assets of the United States, maintain a courteous and professional working environment, and, with skill and integrity, seek to do justice in every matter.

In all matters, it is our mission to represent the people of the United States in a manner that will instill confidence in the fairness and integrity of our office and the judicial system, and to conduct our work with the highest integrity. We strive to perform our mission in the most efficient and effective manner.

You may access the webpage for the United States Attorneys Office at <https://www.justice.gov/usao-sdoh>.

If you are looking for an exciting and challenging career, this is the position for you! With a diverse and talented workforce of over 100,000 men and women, Justice leads the Nation in ensuring the protection of all Americans while preserving their constitutional freedoms. You can be part of a dedicated team helping to enforce Federal criminal and civil laws that protect life, liberty, and the property of citizens.

The United States Attorney's Office prosecutes federal offenses, defends the U.S. government's interest and affirmatively pursues claims on behalf of the government in all civil cases. The United States Attorney's Office, Southern District of Ohio is a large district which includes 48 counties located in the southern half of the state. Offices are located in Columbus, Cincinnati and Dayton.

For more information on the Department of Justice and the United States Attorney's Offices, visit <http://www.justice.gov/careers/careers.html>.

Job Description:

All initial attorney positions to the Department of Justice are made on a 14-month (temporary) basis. This position may be extended or made permanent without further competition.

Assistant United States Attorneys (AUSAs) located in the Criminal Division will be responsible for investigating and prosecuting a variety of complex criminal cases. Cases include healthcare fraud, financial crimes, civil rights, child exploitation, violent crime, narcotics and firearms offenses, identity theft and immigration offenses.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

This position is located in Columbus, Ohio.

As needed, additional positions may be filled using this announcement.

**Qualifications:**

**Required Qualifications:**

Applicants must possess 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.

United States citizenship is required.

**Preferred Qualifications:**

Prior experience in general criminal investigations and prosecutions is preferred. Prior experience in federal criminal practice or a federal clerkship is preferred. Applicants should be committed to public service, possess superior communication and courtroom skills, exhibit exceptional research and writing ability, perform thorough legal and factual analyses, demonstrate an ability to work well with a wide variety of people, exercise good judgment, and function with minimal guidance in a highly demanding environment. Applicants should have computer and electronic litigation support skills.

You must meet all qualification requirements upon the closing date of this announcement.

**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.

**Residency Requirements:** 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.

**Selective Service:** If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See [www.sss.gov](http://www.sss.gov).

**Salary:**

Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of basic pay is \$60,831 to \$159,113 which includes 17.41% locality pay.

**Travel:**

Occasional travel may be required.

**Application Process:**

Applications may be submitted through the following link:

<https://www.usajobs.gov/GetJob/ViewDetails/459087300/>

The deadline to apply is Thursday December 15, 2016.

If unable to apply online the announcement provides instructions on faxing your documents in the "How to Apply" tab.

**Application Deadline:**

Thursday, December 15, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

1

Updated December 9, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted

vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 15, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
Applications may be submitted through the following link:

<https://www.usajobs.gov/GetJob/ViewDetails/459087300/>

The deadline to apply is Thursday December 15, 2016.

If unable to apply online the announcement provides instructions on faxing your documents in the "How to Apply" tab.

Application Deadline:  
Thursday, December 15, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1

**ID:** 2465

## **Associate Attorney**

UpRight Law (Chicago, IL)

**Position Type:** Full-time

**Practice Area(s):** Bankruptcy

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:**

UpRight Law is on a mission to connect consumers with attorneys through the use of cutting-edge technology. Our team members provide clients with access to justice so that they can get on the path to a debt-free future. We consistently achieve 100% year-over-year growth and were recently named one of Chicago's top digital companies for the second year in a row.

**Description:**

UpRight Law is a national law firm seeking an Associate Attorney to directly engage with clients at the onset of representation. The ideal candidate will have moot court experience or a background in sales, a commitment to providing exceptional client service, and an eye for detail. Must be willing to relocate to Chicago. State bar license (any) required; dual-licensure, admission to U.S. District Courts, and/or high UBE score a plus. Bi-lingual a plus. Please note all license-related details in your resume and/or cover letter.

As an Associate Attorney, you will perform client intake, analyze new client case files for red flag issues, draft petitions, and identify key issues to be addressed by partners of the firm. You will act as a trusted contact for our clients, answering any questions they may have about our process and getting them excited about the fresh start that awaits them. You will be an active participant in our quest to innovate the legal industry while upholding strict compliance standards.

Our firm offers an unmatched work environment, cultivated by passionate attorneys and legal professionals who are dedicated to providing our clients with access to justice. You will receive comprehensive subject-matter training and a fast-paced startup environment that rewards outstanding performance with growth opportunities.

**Benefits:**

Competitive base salary with full benefits package and paid holidays  
High level training and opportunities for career growth  
Convenient downtown office located in the Loop, close to all forms of transportation  
Positive and energetic work atmosphere that fosters collaboration

Social activities and a work-life balance philosophy

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 27, 2016

**Contact:** Samuel Palosaari  
79 W. Monroe 5th floor, Chicago Illinois 60603  
<https://www.uprightlaw.com>

**Resume Receipt:** E-mail

**Default email for resumes.:** [Spalosaari@uprightlaw.com](mailto:Spalosaari@uprightlaw.com)

**ID:** 2469

## ATTORNEY ADVISOR

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR

SHARE

EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS  
(EOUSA)

FOIA

ATTORNEY

600 E STREET, NW

WASHINGTON, DC 20530

UNITED STATES

17-EOUSA--1867255

About the Office:

The Executive Office for United States Attorneys (EOUSA) is a great place to work. The Department of Justice ranked #3 out of 19 large agencies and EOUSA/United States Attorneys Office ranked #43 out of 320 agency subcomponents in a study, "The Best Places to Work in the Federal Government, 2015 Ratings" published in the Partnership for Public Service, see <http://besplacestowork.org/BPTW/index.php> [external link]

EOUSA is seeking to hire an Attorney Advisor to support its Freedom of Information Act/Privacy Act (FOIA/PA) office. The FOIA/PA office is fast paced and is responsible for providing legal guidance on FOIA and the Privacy Act to other EOUSA components and the 94 United States Attorneys' Offices (USAOs). The FOIA/PA Office also processes all FOIA requests for records maintained by EOUSA and in the USAOs. In addition, FOIA/PA attorneys represents the USAOs/EOUSA in administrative FOIA appeals and serve as agency counsel to Assistant United States Attorneys and Department of Justice attorneys in FOIA/PA litigation in Federal District Court.

The individual selected can expect a challenging and demanding environment. If selected for the position, the individual will work on complex FOIA/PA issues and will be working alongside senior management officials within EOUSA and throughout the Depart of Justice.

The office is ideally situated among three Metro stations, one block from the Verizon Center, a short walk to the Smithsonian museums on the National Mall, and is surrounded by numerous restaurants and shops. In addition, we offer creative work solutions in which we provide compressed work schedules and flexible work schedules, along with transit subsidy.

Additional positions may be filled using this vacancy announcement.

Job Description:  
Duties

If selected for this position you will serve as an Attorney Advisor for the EOUSA FOIA/PA Office. The primary purpose of the position is to provide a wide range of legal advisory services with respect to FOIA matters for the Assistant Director, FOIA/PA staff, management and staff of EOUSA, the United States Attorneys and their staff. Duties include but are not limited to:

Serves as an Attorney-Advisor, with responsibility for providing guidance on the legal and policy requirements pertaining to the release of information and ensuring FOIA request are handled in accordance with applicable statutory and regulatory requirements, and applicable DOJ policies.

Provides the Assistant Director, FOIA/PA with recommended courses of action and the impact of actions for FOIA/PA issues.

Identifies, researches, and analyzes recent FOIA case laws that will impact the review of future FOIA request. Provides a variety of ancillary support services connected with the over all programs of the FOIA/PA staff.

Develop course material and conducts training lectures for attorneys and staff of EOUSA and the USAOs at the National Advocacy Center (NAC) and the USAOs throughout the country related to electronic case filing.

Qualifications:

- Applicants MUST possess a J.D. Degree and
- Be an active member of the bar\* (any jurisdiction).

\*You must include your bar membership information in your application package to be considered.

To qualify at the GS-13 grade level applicants must have at least 1-1/2 years post J.D. legal or other relevant experience to qualify. Qualifying experience is defined as experience performing legal analysis related to FOIA/PA; processing complex and simple FOIA/PA requests.

Preferred qualifications:

FOIA and Privacy Act, serving as or advising counsel on FOIA litigation; familiarity with electronic case management and document processing software.

Salary:

\$92,145.00-\$119,794.00

Travel:

Occasional - Travel for Training and Conferences

Application Process:

Applicant must apply via USA Jobs:

<https://www.usajobs.gov/GetJob/ViewDetails/458652600>

.

Application Deadline:

Thursday, December 15, 2016

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

One

Updated December 8, 2016

\* \* \*

## Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 15, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
Applicant must apply via USA Jobs:  
<https://www.usajobs.gov/GetJob/ViewDetails/458652600>  
.

Application Deadline:  
Thursday, December 15, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
One

**ID:** 2466



## ATTORNEY ADVISOR

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR

SHARE

CRIMINAL DIVISION (CRM)

ASSET FORFEITURE AND MONEY LAUNDERING SECTION  
ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

17-CRM-AFMLS-020

About the Office:

The Criminal Division of the U.S. Department of Justice is seeking experienced attorneys to fill two positions in the Policy Unit of the Asset Forfeiture and Money Laundering Section in Washington, DC.

The Asset Forfeiture and Money Laundering Section (AFMLS) leads the Department's asset forfeiture and anti-money laundering enforcement efforts. AFMLS provides leadership by: (1) prosecuting and coordinating complex, sensitive, multi-district, and international money laundering and asset forfeiture investigations and cases; (2) providing legal and policy assistance and training to federal, state, and local prosecutors and law enforcement personnel, as well as to foreign governments; (3) assisting Departmental and interagency policymakers by developing and reviewing legislative, regulatory, and policy initiatives; and (4) managing the Department's Asset Forfeiture Program, including distributing forfeited funds and properties to appropriate domestic and foreign law enforcement agencies, as well as adjudicating petitions for remission or mitigation of forfeited assets.

If you previously applied to the Attorney Advisor announcement 17-CRM-AFMLS-009, your application is still under consideration. There is no need to reapply to this posting.

**Job Description:**

The incumbent's responsibilities will include:

Development and review of national policy initiatives and strategies on money laundering related issues with a focus on anti-money laundering and Bank Secrecy Act enforcement;

Development of legislative initiatives and strategies, preparation of positions on legislation proposed by Congress, and preparation of responses to congressional inquiries on issues within the Section's area of expertise; Preparation of policy guidance and regulations relating to money laundering, including policies and regulations governing virtual currency;

Represent AFMLS in dealings with the national money laundering community, regulatory community,

interagency partners, and state and local partners, as well as outreach to the private sector; and  
Provide advice on strategic planning of public appearances and perform speech writing duties related to asset forfeiture and money laundering issues for the Assistant Attorney General, Deputy Assistant Attorney General, and Chief of AFMLS.

Qualifications:

Required Qualifications:

Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and must be an active member of the bar in good standing.

To qualify at the GS-15 grade level, applicants must also have four years of post J.D. legal experience, including one year of specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff. working as a federal prosecutor on money laundering and asset forfeiture cases; experience formulating and drafting legal policy; and participating in inter-departmental working groups or taskforces.

Preferred Qualifications: Your qualifications will be further evaluated based upon the following competencies:

Working as a federal prosecutor on money laundering and asset forfeiture cases.

Experience formulating and drafting legal policy.

Knowledge of anti-money laundering and asset forfeiture laws, processes and procedures.

Ability to write legal policy in support of legislation or executive orders.

Ability to represent the Section in Department, interagency, and other committees, groups, and task forces.

Salary:

Current salary and years of experience determine the appropriate salary level. The possible range for a GS-15 position is \$128,082 to \$160,300. (See

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/16Tables/html/DCB.aspx>)

Travel:

Travel will be required.

Application Process:

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this

announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the

USAJobs announcement.

1. If you do not already have an account, please create a USAJobs account before applying Create an

Account. You will be able to upload your resume and supporting documents and complete your profile

prior to applying.

2. Once you have an account, apply to the USAJobs vacancy:

<https://www.usajobs.gov/GetJob/ViewDetails/458840700>.

Application Deadline:

Thursday, December 15, 2016

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

2

Updated December 8, 2016

\* \* \*

### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and

referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found

under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 15, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this

announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the

USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying Create an

Account. You will be able to upload your resume and supporting documents and complete your profile

prior to applying.

2. Once you have an account, apply to the USAjobs vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/458840700>.

Application Deadline:  
Thursday, December 15, 2016

Relocation Expenses:  
Relocation expenses are not authorized.

Number of Positions:  
2

**ID:** 2468

## **DEPUTY DIRECTOR, ETHICS OFFICE**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** DEPUTY DIRECTOR, ETHICS OFFICE

SHARE

JUSTICE MANAGEMENT DIVISION (JMD)

DEPARTMENTAL ETHICS OFFICE

ATTORNEY

145 N STREET, NORTHEAST

WASHINGTON, DC 20530

UNITED STATES

About the Office:

The incumbent serves as Deputy Director in the Departmental Ethics Office (DEO), Policy, Management and Planning (PMP), Justice Management Division (JMD). DEO administers the Department-wide ethics program for the Assistant Attorney General for Administration, who serves as the Department's Designated Agency Ethics Official (DAEO). Among other responsibilities, the DEO staff offer advice and guidance to Department employees and managers on the interpretation and application of the Federal ethics statutes, rules and regulations, and the incumbent supports this mission. The incumbent advises senior leadership of the Department. The incumbent is also the first-line supervisor for the DEO staff. This work demands efficient and accurate products. The position also requires the ability to communicate effectively both orally and in writing and to deal professionally with high level officials.

Job Description:

The Deputy Director advises senior Department officials, and managers and staff in the Justice Management Division on the application of the Federal ethics laws and regulations. The Deputy is also a Supervisory Attorney and supervises the staff of the Departmental Ethics Office. The position requires a thorough knowledge of Federal ethics laws and regulations and the ability to coordinate the practices and procedures of the Department's program. The incumbent counsels and assists Deputy Designated Agency Ethics Officials (Deputy DAEOs) in the Department's components. The incumbent reviews public and confidential financial disclosure reports, counsels filers and prospective nominees on conflicts of interest and assists them in completing their reports in compliance with all requirements and to ensure that their ethics agreements adequately provide for potential conflicts of interest. The incumbent participates in complex management studies of the component ethics programs, identifies areas for improvement and recommends corrective action to meet internal

and external program requirements; plans, develops and presents programs for training employees in all of the Department's components on the laws, rules and policies that govern the conduct of Government employees, provides ongoing education and training for Deputy DAEOs and for officials and employees throughout the Department; briefs senior level management in the Department on the Federal conflict of interest laws and the standards of conduct. The incumbent communicates with necessary government officials, including officials with the U.S. Office of Government Ethics (OGE), U.S. Office of Special Counsel, and ethics officials in other Executive Branch Departments and agencies, in resolving specific problems.

**Qualifications:**

**Required Qualifications:**

Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least four (4) years post J.D. legal experience. Applicants must be an active member of the bar in good standing. Only U.S. citizens are eligible for the position.

**Grade Specific Qualifications:**

To qualify at the GS-15 level, applicants must have four (4) or more years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing memoranda, pleadings, briefs and other court documents involving unique and/or difficult legal issues; providing legal advice to senior officials, managers and employees on Federal ethics statutes and regulations; experience in administering Federal financial disclosure requirements; conducting briefings or training of senior level staff; leading attorneys, paralegals or support staff; and experience which has equipped the applicant with the particular knowledge and ability to successfully perform the duties of the position.

**Salary:**

GS-0905-15 (Salary range: \$128,082.00 to \$160,300.00 / Per Year)

**Travel:**

Infrequent domestic travel may be required.

**Application Process:**

To apply for this position, applicants must provide a complete Application Package which includes the Questionnaire and the Required Documents indicated below. The Application Package must be received by 11:59 PM, Eastern Time, on December 17, 2016.

A complete application package must include:

Cover Letter (highlighting relevant experience).

Résumé - Applicants are encouraged to ensure work experiences clearly show the possession of knowledge of the subject matter pertinent to the position and the technical skills to successfully perform the duties of the position.

Questionnaire (Seven questions are listed at the end of the announcement. Please list the number of the question [1 to 7] with the appropriate corresponding letter and answer to each question).

Writing Sample (Sample should not exceed 10 pages. Applicants should indicate their contribution if the writing was not their effort alone).

Current Performance Appraisal (or similar review of performance).

Documentation of eligibility for special hiring authorities (if applicable) to prove appointment eligibility. Examples include: Schedule A disability letter, Peace Corps volunteer letter, military spouse hiring authority documentation, etc.

Veterans Preference Documentation (if applicable):

If you are a discharged, non-disabled veteran, you must submit a copy of your DD-214 showing character discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions. If you don't have your DD-214, you may request it after discharge from the National Archives at [www.archives.gov/veterans](http://www.archives.gov/veterans).

If you are a veteran within 120 days of discharge, you must submit signed documentation from the Armed Forces certifying: 1) your expected release/retirement from active duty, 2) under honorable conditions, 3) your pay grade/rank/rate at time of discharge, 4) dates of active duty service, 5) any campaign or expeditionary medals received, and 6) dated within 120 days of your separation.

If you are a disabled veteran, Purple Heart recipient, or mother or spouse of a disabled or deceased veteran, you must submit a completed SF-15 [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) and all additional proof required by the SF-15, as applicable. If you don't have your Department of Veterans Affairs letter establishing proof of disability, you may request it at <http://www.ebenefits.va.gov/> or call 1-800-827-1000.

Submission Process: Applicants may submit all required documents via email or mail/delivery\* to:  
E-mail to: [Cynthia.K.Shaw@USDOJ.gov](mailto:Cynthia.K.Shaw@USDOJ.gov) Email links icon

OR

U.S. Department of Justice  
Departmental Ethics Office  
145 N Street, NE  
Suite 8E-310  
Washington, D.C. 20530  
Attn: Cynthia K. Shaw

\*Please note that sending an application package other than by email may result in a delay in it being



received in DEO prior to the deadline; therefore, it would not receive consideration. Due to necessary security measures, delivery via USPS mail may take as much as 10-14 days.

#### Questionnaire

1. What is your experience level working in an office with responsibility for a Federal agency ethics program?

A. I have no experience working in an office with the exclusive function of administering a Federal agency ethics program.

B. I have less than three years of experience working in an office with the exclusive function of administering a Federal agency ethics program.

C. I have at least 3 years, but not more than 5 years, working in an office with the exclusive function of administering a Federal agency ethics program.

D. I have more than 5 years working in an office with the exclusive function of administering a Federal agency ethics program.

2. What is your experience level supervising or serving as a subordinate ethics attorney for a Federal agency ethics program? [Relevant experience includes: the drafting of ethics opinions, developing and implementing ethics training programs, and coordinating the nomination of political appointees and other matters, as required, with the Office of Government Ethics (OGE), and White House Counsel.]

A. I have had no experience supervising or serving as a subordinate ethics attorney in an office or function with responsibility for a Federal ethics program.

B. I have either supervised or served as a subordinate ethics attorney under the direct supervision of a more experienced ethics attorney responsible for a Federal ethics program for less than 12 months.

C. I have served as the supervisory or senior ethics attorney within an ethics function for an office responsible for a Federal ethics program for at least 12 months but not longer than 3 years.

D. I have served as the supervisory or senior ethics attorney responsible for a Federal ethics program for more than 3 years.

3. What is your experience providing individual advice regarding the Federal conflict of interest laws (18 U.S.C. 201 et seq.), the Standards of Conduct for Employees of the Executive Branch and the Hatch Act to career officers and employees of the Federal government?

A. I have no experience as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.

B. I have some, but less than 12 months, experience

as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.  
C. I have between 12 and 36 months experience as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.  
D. I have in excess of 36 months experience as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.

4. What is your experience level providing individual advice regarding the Federal conflict of interest laws (18 U.S.C. 201 et seq.), the Standards of Conduct for Employees of the Executive Branch, and the Hatch Act to Presidentially appointed and Senate confirmed (PAS) employees?

A I have had no experience providing ethics counseling and legal opinions to PAS employees.  
B. I have provided advice as described above to federal employees, and I have performed research in the area of ethics law, generally for a more senior counsel, who then provided ethics counseling and legal opinions to PAS employees.  
C. I have directly provided ethics counseling and/or legal opinions to one or more PAS employees within a federal agency for less than a 12 month period.  
D. I have directly provided ethics counseling and/or legal opinions to one or more PAS appointees within a federal agency for a period in excess of 12 months.

5. What is your experience level as an attorney collecting, reviewing, and requiring corrective action on financial disclosure reports (Confidential and Public) under the federal ethics statutes and regulations issued by the Office of Government Ethics (OGE)?

A. I have no experience as an attorney collecting, reviewing, and requiring corrective action concerning required Federal financial disclosure reports.  
B. I have at least 1 filing cycle's experience as an attorney, collecting, personally reviewing or supervising the review of Federal financial disclosure reports under the federal ethics statutes and regulations issued by OGE.  
C. I have at least 2 filing cycles' experience as an attorney collecting, personally reviewing or supervising the review of Federal financial disclosure reports and requiring corrective action on financial disclosure reports, to include those filed by members of the Senior Executive Service (SES) under the federal ethics statutes and regulations issued by OGE.  
D. I have at least 2 filing cycles' experience as an attorney collecting, personally reviewing or supervising the review of Federal financial disclosure reports and requiring corrective action on financial disclosure reports, to include those filed by members of the Senior Executive Service (SES), and to include those of one or more presidential appointees, under the federal ethics statutes and regulations issued by

OGE.

6. What is your experience level as an attorney reviewing the Federal financial disclosure reports under the federal ethics statutes and regulations issued by the Office of Government Ethics (OGE) for nominees for Senate-confirmed positions? [This experience would include coordinating the review during the nomination of political appointees, as required, with the Office of Government Ethics (OGE), and the White House Counsel.]

A. I have no experience as an attorney reviewing and coordinating the review as described above, of such Federal financial disclosure reports.

B. I have performed or supervised the performance of such reviews and coordinating the review as described above, on fewer than 5 occasions.

C. I have performed or supervised the performance of such reviews and coordinating the review as described above, on at least 5 but fewer than 10 occasions.

D. I have performed or supervised the performance of such reviews and coordinating the review as described above, on at least 10 occasions.

7. What is your experience level providing in-person ethics training sessions? [This experience would include assisting in the development of training materials and presenting the material to a small or large group of participants.]

A. I have no experience as an attorney providing in-person Federal ethics training as described above.

B. I have performed or supervised the performance of in-person Federal ethics training as described above, on fewer than 5 occasions.

C. I have performed or supervised the performance of in-person Federal ethics training as described above, on at least 5 but fewer than 20 occasions.

D. I have performed or supervised the performance of in-person Federal ethics training as described above, on at least 20 occasions.

Application Deadline:

Saturday, December 17, 2016

Relocation Expenses:

Not authorized

Number of Positions:

1

Updated December 9, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 17, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Cynthia.K.Shaw@USDOJ.gov](mailto:Cynthia.K.Shaw@USDOJ.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:

To apply for this position, applicants must provide a complete Application Package which includes the Questionnaire and the Required Documents indicated below. The Application Package must be received by 11:59 PM, Eastern Time, on December 17, 2016.

A complete application package must include:

Cover Letter (highlighting relevant experience).

Résumé - Applicants are encouraged to ensure work experiences clearly show the possession of knowledge of the subject matter pertinent to the position and the technical skills to successfully perform the duties of the position.

Questionnaire (Seven questions are listed at the end of the announcement. Please list the number of the question [1 to 7] with the appropriate corresponding letter and answer to each question).

Writing Sample (Sample should not exceed 10 pages. Applicants should indicate their contribution if the writing was not their effort alone).

Current Performance Appraisal (or similar review of performance).

Documentation of eligibility for special hiring authorities (if applicable) to prove appointment eligibility. Examples include: Schedule A disability letter, Peace Corps volunteer letter, military spouse hiring authority documentation, etc.

Veterans Preference Documentation (if applicable):

If you are a discharged, non-disabled veteran, you must submit a copy of your DD-214 showing character discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions. If you don't have your DD-214, you may request it after discharge from the National Archives at [www.archives.gov/veterans](http://www.archives.gov/veterans).

If you are a veteran within 120 days of discharge, you must submit signed documentation from the Armed Forces certifying: 1) your expected release/retirement from active duty, 2) under honorable conditions, 3) your pay grade/rank/rate at time of discharge, 4) dates of active duty service, 5) any campaign or expeditionary medals received, and 6) dated within 120 days of your separation.

If you are a disabled veteran, Purple Heart recipient, or mother or spouse of a disabled or deceased veteran, you must submit a completed SF-15 [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) and all additional proof required by the SF-15, as applicable. If you don't have your Department of Veterans Affairs letter establishing proof of disability, you may request it at <http://www.ebenefits.va.gov/> or call 1-800-827-1000.

Submission Process: Applicants may submit all required documents via email or mail/delivery\* to:  
E-mail to: [Cynthia.K.Shaw@USDOJ.gov](mailto:Cynthia.K.Shaw@USDOJ.gov) Email links

icon  
OR  
U.S. Department of Justice  
Departmental Ethics Office  
145 N Street, NE  
Suite 8E-310  
Washington, D.C. 20530  
Attn: Cynthia K. Shaw

\*Please note that sending an application package other than by email may result in a delay in it being received in DEO prior to the deadline; therefore, it would not receive consideration. Due to necessary security measures, delivery via USPS mail may take as much as 10-14 days.

#### Questionnaire

1. What is your experience level working in an office with responsibility for a Federal agency ethics program?

A. I have no experience working in an office with the exclusive function of administering a Federal agency ethics program.

B. I have less than three years of experience working in an office with the exclusive function of administering a Federal agency ethics program.

C. I have at least 3 years, but not more than 5 years, working in an office with the exclusive function of administering a Federal agency ethics program.

D. I have more than 5 years working in an office with the exclusive function of administering a Federal agency ethics program.

2. What is your experience level supervising or serving as a subordinate ethics attorney for a Federal agency ethics program? [Relevant experience includes: the drafting of ethics opinions, developing and implementing ethics training programs, and coordinating the nomination of political appointees and other matters, as required, with the Office of Government Ethics (OGE), and White House Counsel.]

A. I have had no experience supervising or serving as a subordinate ethics attorney in an office or function with responsibility for a Federal ethics program.

B. I have either supervised or served as a subordinate ethics attorney under the direct supervision of a more experienced ethics attorney responsible for a Federal ethics program for less than 12 months.

C. I have served as the supervisory or senior ethics attorney within an ethics function for an office responsible for a Federal ethics program for at least 12 months but not longer than 3 years.

D. I have served as the supervisory or senior ethics attorney responsible for a Federal ethics program for more than 3 years.

3. What is your experience providing individual advice regarding the Federal conflict of interest laws (18 U.S.C. 201 et seq.), the Standards of Conduct for Employees of the Executive Branch and the Hatch Act to career officers and employees of the Federal government?

A. I have no experience as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.

B. I have some, but less than 12 months, experience as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.

C. I have between 12 and 36 months experience as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.

D. I have in excess of 36 months experience as an attorney providing advice regarding Federal ethics statutes and the regulations issued by OGE.

4. What is your experience level providing individual advice regarding the Federal conflict of interest laws (18 U.S.C. 201 et seq.), the Standards of Conduct for Employees of the Executive Branch, and the Hatch Act to Presidentially appointed and Senate confirmed (PAS) employees?

A. I have had no experience providing ethics counseling and legal opinions to PAS employees.

B. I have provided advice as described above to federal employees, and I have performed research in the area of ethics law, generally for a more senior counsel, who then provided ethics counseling and legal opinions to PAS employees.

C. I have directly provided ethics counseling and/or legal opinions to one or more PAS employees within a federal agency for less than a 12 month period.

D. I have directly provided ethics counseling and/or legal opinions to one or more PAS appointees within a federal agency for a period in excess of 12 months.

5. What is your experience level as an attorney collecting, reviewing, and requiring corrective action on financial disclosure reports (Confidential and Public) under the federal ethics statutes and regulations issued by the Office of Government Ethics (OGE)?

A. I have no experience as an attorney collecting, reviewing, and requiring corrective action concerning required Federal financial disclosure reports.

B. I have at least 1 filing cycle's experience as an attorney, collecting, personally reviewing or supervising the review of Federal financial disclosure reports under the federal ethics statutes and regulations issued by OGE.

C. I have at least 2 filing cycles' experience as an attorney collecting, personally reviewing or supervising the review of Federal financial disclosure reports and requiring corrective action on financial disclosure reports, to include those filed by members



of the Senior Executive Service (SES) under the federal ethics statutes and regulations issued by OGE.

D. I have at least 2 filing cycles' experience as an attorney collecting, personally reviewing or supervising the review of Federal financial disclosure reports and requiring corrective action on financial disclosure reports, to include those filed by members of the Senior Executive Service (SES), and to include those of one or more presidential appointees, under the federal ethics statutes and regulations issued by OGE.

6. What is your experience level as an attorney reviewing the Federal financial disclosure reports under the federal ethics statutes and regulations issued by the Office of Government Ethics (OGE) for nominees for Senate-confirmed positions? [This experience would include coordinating the review during the nomination of political appointees, as required, with the Office of Government Ethics (OGE), and the White House Counsel.]

A. I have no experience as an attorney reviewing and coordinating the review as described above, of such Federal financial disclosure reports.

B. I have performed or supervised the performance of such reviews and coordinating the review as described above, on fewer than 5 occasions.

C. I have performed or supervised the performance of such reviews and coordinating the review as described above, on at least 5 but fewer than 10 occasions.

D. I have performed or supervised the performance of such reviews and coordinating the review as described above, on at least 10 occasions.

7. What is your experience level providing in-person ethics training sessions? [This experience would include assisting in the development of training materials and presenting the material to a small or large group of participants.]

A. I have no experience as an attorney providing in-person Federal ethics training as described above.

B. I have performed or supervised the performance of in-person Federal ethics training as described above, on fewer than 5 occasions.

C. I have performed or supervised the performance of in-person Federal ethics training as described above, on at least 5 but fewer than 20 occasions.

D. I have performed or supervised the performance of in-person Federal ethics training as described above, on at least 20 occasions.

Application Deadline:

Saturday, December 17, 2016

Relocation Expenses:

Not authorized

Number of Positions:

1

U



## **DEPUTY GENERAL COUNSEL**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** DEPUTY GENERAL COUNSEL

SHARE

FEDERAL BUREAU OF INVESTIGATION (FBI)

ATTORNEY

935 PENNSYLVANIA AVENUE

WASHINGTON, DC 20535

UNITED STATES

JOB OPENING #: 9270

About the Office:

The Mission of the FBI is to protect the American people and uphold the Constitution of the United States. Public Service is a public trust. For the FBI, this means that the public has committed to our care the safety of our Nation and the defense of our Constitution. To sustain that trust and to meet our resulting obligations, we must adhere strictly to our core values of: Rigorous obedience to the Constitution, Respect, Compassion, Fairness, Integrity, Accountability, Leadership, and Diversity.

Job Description:

Major Duties

The Litigation Branch coordinates the defense of all civil actions filed against the United States, the FBI and individual FBI employees on the basis of alleged actions of the FBI and its employees. In conjunction with the Department of Justice and United States Attorney's Offices across the country, the Litigation Branch prepares FBIHQ's responses to subpoenas and civil discovery requests, oversees the defense of civil litigation arising out of alleged violations of the Constitution, the Federal Tort Claims Act, the Freedom of Information Act and the Privacy Act (FOIPA), and defends the FBI against Equal Employment Opportunity (EEO) complaints, whistleblower claims, and employee complaints brought before the Merit Systems Protection Board. The Litigation Branch also provides advice and guidance to FBI executive management, Field offices, Chief Division Counsels, and other FBI divisions regarding litigation risk, personnel issues, training, security and EEO matters. The DGC develops and maintains relationships with litigation partners at the Department of Justice and in the U.S. Intelligence Community and other government agencies.

The DGC of the Litigation Branch manages employees in eight units: Civil Litigation I & II, Employment Law I & II, FOIA Litigation, as well as the Discovery Management Section which consists of a Section Chief and three additional units, Discovery

Processing I and II, and the Discovery Coordination and Policy Unit.

Qualifications:

Qualifications & Evaluations

Must possess a J.D. degree from a law school accredited by the American Bar Association (or have an LLM degree or other graduate law degree in addition to a J.D.) and must be a member in good standing of at least one State Bar Association.

Candidates must possess at least 10 years of post-J.D. professional experience.

Candidates will have professional experience in the following: 1) Substantial civil litigation experience in the federal court system, and 2) Strong supervisory and management experience.

Please make sure your specialized experience/requirement(s) can be identified in your resume. Applicants must meet the qualification requirements by the closing date of this announcement.

Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement.

IN ADDITION TO YOUR RESUME, please describe in 2000 characters or less, examples from your career that demonstrate each of the following competencies (note all applicants will be evaluated on these competencies):

Organizing and Planning (establish priorities, timetables, and goals/objectives; structure a plan of action for self and others; and develop both strategic and tactical plans).

Leadership (motivate and inspire others; develop and mentor others; gain the respect, confidence, and loyalty of others; articulate vision, give guidance and direct others in accomplishing goals).

Collaboration (establish contacts and interact effectively with external agencies, government officials, the media, the community, and internal bureau contacts; display professionalism while working with others to achieve common goals and proactively share information with others when appropriate).

Problem Solving/Judgment (critically evaluates conditions, events, and alternatives; identify problems, causes and relationships; base decisions or recommendations on data or sound reasoning; and formulate objective opinions).

Interpersonal Ability (establish and maintain rapport with management, colleagues and subordinates; recognize and show sensitivity to differences in the needs and concerns of others; mediate concerns between individuals and groups to settle disputes).

Salary:

\$123,175 to \$163,799

Application Process:

How to Apply

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online is a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

Step 1 - Establish an applicant account on the FBIJobs website by clicking Apply Now and then Register Now or login using your existing applicant account.

Step 2 - Paste your text resume in the space provided, upload a new resume or use a resume you have applied with previously.

Step 3 – Complete your applicant profile if establishing your account for the first time.

Step 4 - Complete the assessment questionnaire.

Step 5 – ATTACH YOUR RESPONSES TO THE FIVE COMPETENCIES IDENTIFIED IN THE QUALIFICATIONS AND EVALUATIONS SECTION.

Step 6 – Complete the application sections requested and submit your application

Required Documents

To apply for this position, you must provide a complete application package by the closing date which includes:

Your resume

RESPONSES TO THE FIVE COMPETENCIES AS DESCRIBED IN THE QUALIFICATIONS & EVALUATIONS SECTION

Other supporting documents:

Law School transcript(s)

Notification of Personnel Action, SF-50 (only former Federal employees)

Most recent Performance Appraisal. Please Note:

This applies to current federal employees.

What to Expect Next

Once your complete application is received we will conduct an evaluation of your qualifications and

determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

### Benefits

The FBI offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System. This link provides an overview of the benefits currently offered to Federal employees:  
[http://www.opm.gov/insure/new\\_employ/index.asp](http://www.opm.gov/insure/new_employ/index.asp)

### Additional Information

You must submit a resume and COMPETENCY NARRATIVES with your application. Failure to provide necessary and relevant information required by this vacancy announcement may disqualify you for consideration. Additional information will not be requested if your application is incomplete. Your application will be evaluated solely on the basis of information you have submitted.

The FBI welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please contact the person on the extension provided above. The decision on granting reasonable accommodation will be on a case-by-case basis. The FBI 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.

The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principal investigative arm of the DOJ. All FBI positions are in the excepted service.

The selectee will be required to successfully complete a one-year probationary period as a condition of retaining an SES appointment in the FBI. The probationary periods will be served concurrently.

Veteran's preference does not apply.

Selectees are also required to complete a financial disclosure report, OGE-278, within 30 days of official appointment.

Applicants must be U.S. citizens and consent to a complete background investigation, urinalysis, and polygraph. You must be suitable for Federal

employment; as determined by a background investigation.

Policy has been implemented that requires support employees entering a position through a competitive OR non-competitive action may be precluded from moving to another position within the Bureau by means of reassignment or change to a lower grade for a minimum of 12 months.

This opening is available for application until 12/22/2016.

Questions regarding this opening should be directed to Natasha C. Gourdain, 202.324.7614 or Paula L. Young, 202.324.2163.

#### Equal Employment Opportunity

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, genetic information, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.

Application Deadline:  
Thursday, December 22, 2016  
Number of Positions:  
1  
Updated December 12, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 22, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Unofficial Transcript, Other Documents

**Requested Document Notes:** Application Process:  
How to Apply

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online is a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

Step 1 - Establish an applicant account on the

FBIJobs website by clicking Apply Now and then Register Now or login using your existing applicant account.

Step 2 - Paste your text resume in the space provided, upload a new resume or use a resume you have applied with previously.

Step 3 – Complete your applicant profile if establishing your account for the first time.

Step 4 - Complete the assessment questionnaire.

Step 5 – ATTACH YOUR RESPONSES TO THE FIVE COMPETENCIES IDENTIFIED IN THE QUALIFICATIONS AND EVALUATIONS SECTION.

Step 6 – Complete the application sections requested and submit your application

#### Required Documents

To apply for this position, you must provide a complete application package by the closing date which includes:

Your resume

RESPONSES TO THE FIVE COMPETENCIES AS DESCRIBED IN THE QUALIFICATIONS & EVALUATIONS SECTION

Other supporting documents:

Law School transcript(s)

Notification of Personnel Action, SF-50 (only former Federal employees)

Most recent Performance Appraisal. Please Note: This applies to current federal employees.

#### What to Expect Next

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

**ID: 2458**

## GENERAL ATTORNEY

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GENERAL ATTORNEY

SHARE

FEDERAL BUREAU OF INVESTIGATION (FBI)

ATTORNEY

935 PENNSYLVANIA AVENUE

WASHINGTON, DC 20535

UNITED STATES

JOB OPENING #: 9268

About the Office:

The FBI's Office of the General Counsel (OGC), National Security Law Branch (NSLB) is looking for experienced and highly qualified attorneys to join its exciting and challenging legal practice. OGC provides legal advice to the entire FBI, including the Director, FBI headquarters officials and agents in the 56 domestic field offices, on a wide range of substantive issues. OGC works closely with other elements of the Department of Justice, other members of the Intelligence Community, including the Office of the Director of National Intelligence (ODNI), the CIA, and the NSA, and the White House. OGC also assists the FBI in forming partnerships with other federal, state, local and international agencies, as well as private sector entities, in support of FBI operations.

Attorneys working in NSLB apply their expertise, skills, and education to protect the nation by advising clients on the investigation of counterterrorism, counterintelligence, and cyber matters, the gathering of foreign intelligence, and the protection and use of that information during national security criminal and civil proceedings. NSLB attorneys also provide legal support to national security and cyber-related policy and legislative initiatives. Finally, NSLB plays a critical role in handling compliance, oversight, and training for FBI on the use of national security-related investigative tools.

The advice NSLB's attorneys provide is not only important for policy makers and military leaders, it is critical to our nation's security. The legal expertise required of NSLB's lawyers is not taught in many law schools or practiced in other government agencies, in private firms, or in industry. Applicants should have a demonstrated ability and interest in learning new areas of the law, developing strong relationships with operational clients, and fostering a collegial, teamwork-based work environment.

Applicants should have a demonstrated ability and interest in learning new areas of the law, developing

strong relationships with operational clients, and fostering a collegial, teamwork-based work environment.

Job Description:  
GS-14:

Provides guidance on national security and cyber operations, including Foreign Intelligence Surveillance Act applications; undercover operation proposals; and the protection of classified information during trials involving national security subjects.

Reviews and negotiates policies and memoranda of understandings related to FBI national security and cyber interests.

Reviews and comments on all legislative matters pertaining to FBI national security and cyber matters.

Issues written guidance for general FBI dissemination and in implementing statutes, regulations, executive orders, and Attorney General and ODNI guidance related to national security law.

GS-15: In addition to the above duties;

Provides expert-level legal advice directly to internal clients in multiple areas in support of international terrorism, counterintelligence, and cyber investigations.

Maintains a close liaison and a collaborative relationship with FBI attorneys within Headquarters and the Field Offices as well as from the Department of Justice National Security Division and United States Intelligence Community.

For national security and cyber matters, engages in all aspects of the legislative process, including drafting legislation, providing technical assistance to congressional staff, and preparing executive management for congressional hearings.

Advises on and drafts proposed policies of the FBI with regard to national security and cyber matters, and conducts training for FBI personnel on these issues.

Qualifications:

Qualifications and Evaluations

Education

Applicant must possess a J.D. degree from a law school accredited by the American Bar Association (or have an LLM degree or other graduate law degree in addition to a J.D.) and be an active member of the bar (any US jurisdiction).

Positive Education Requirement: This position has a specific education requirement; all applicants must verify completion of this basic education requirement by submitting both proof of JD degree and proof of good standing with a bar within US jurisdiction by

the closing date of the job opening. Please see the "Required Documents" section of this announcement for additional information.

Please be advised candidates that are selected for this position, must be approved by the Department of Justice.

Please make sure your specialized experience/requirement(s) can be identified in your resume. Applicants must meet the qualification requirements by the closing date of this announcement.

Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are qualified for this job, your resume and supporting documentation will be compared to your responses to the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

Your application will then be placed in one of three categories: Most Competitive, Competitive, or Least Competitive. Names of candidates in the Most Competitive category will be sent to the hiring official for employment consideration. All applicants will be rated on the following Competencies:

Governance and Legal Jurisprudence

Analytic Thinking

Communication

**BASIC REQUIREMENT:** All applicants must possess a law degree from a law school accredited by the American Bar Association, and be an active member of the bar (any US jurisdiction).

**GS-14:** Applicants applying for the GS-14 must also have 2.5 or more years of post J.D. legal experience.

**GS-15:** Applicants applying for the GS-15 must also have 4 or more years of post J.D. legal experience.

**Salary:**

**GS-14:** \$108,887.00 - \$141,555.00 **GS-15:**  
\$128,082.00 - \$ 160,300.00

**Application Process:**

**How to Apply**

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from Most Competitive status or result in a lowered

score.

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online is a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

Step 1 - Establish an applicant account on the FBIJobs website by clicking Apply Now and then Register Now or login using your existing applicant account.

Step 2 - Paste your text resume in the space provided, upload a new resume or use a resume you have applied with previously.

Step 3 – Complete your applicant profile if establishing your account for the first time.

Step 4 - Complete the assessment questionnaire.

Step 5 – Complete the application sections requested and submit your application

#### Required Documents

To apply for this position, you must provide a complete application package by the closing date which includes:

Your resume (required) and cover letter (Mandatory)

A complete assessment questionnaire (required)

A Writing Sample, not to exceed 10 pages (Mandatory);

Other supporting documents:

Proof of current and active Bar Association Membership  
Photocopy of Law School Transcripts

Please Note: FBI employees currently assigned to a General Attorney position do not need to provide LAW School Transcripts or Proof of Bar Association Membership.

**NO EXTENSIONS WILL BE GRANTED FOR REQUIRED DOCUMENTS**

How to Attach Documents:

To attach documentation for submission, please follow the instructions below. Once documents are successfully attached, they will automatically get sent to HR.

Step 1: Login to your FBI Jobs account, and click the "My Career Tools" hyperlink at the top of the page

Step 2: Click the "Add Attachment" hyperlink located under the "Cover Letters and Attachments" section

Step 3: Select the appropriate Attachment Type (or "Other" if one is not available)

Step 4: Populate the Attachment Purpose field

Step 5: Click the Add Attachment hyperlink

Step 6: Upload the desired attachment

Step 7: Click "Save & Add More" (if you are attaching more than one) or "Save & Return" if you have finished attaching documents

#### What to Expect Next

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

#### Additional Information

Additional selections may be made from this announcement to fill positions within the same division when the position includes substantially the same duties and responsibilities and qualifications.

All selectees, with the exception of current FBI employees, will be required to serve a one-year probationary period.

Probationary employees are generally precluded from being considered for other FBI job opportunities until their 12-month probationary period has concluded.

Memorandum of Understanding: Any work performed outside normally assigned duties (that would not normally be documented on a SF-50, i. e., back-up duties), has to be properly documented in detail by an immediate supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished no credit will be given for time worked in that position. The following notations must be specified in the documentation (Memorandum of Understanding):

Percent of time worked in the particular position (cannot conflict with main duties)  
The month/year work began  
Frequency worked (i.e., daily, monthly, etc.)  
Specific duties performed.

Attach the Memorandum of Understanding to your application in the Cover Letters and Attachments section of My Career Tools on the Careers Home page. Please upload the attachment as type "Other."

Policy has been implemented that requires support employees entering a position through a competitive OR non-competitive action may be precluded from moving to another position within the Bureau by means of reassignment or change to a lower grade for a minimum of 12 months.

This policy does not apply to probationary employees. Probationary employees are generally precluded from being considered for all job opportunities until their 12-month probationary period has concluded.

All internal FBI candidates being considered competitively or non-competitively for positions at the GS 14 and GS 15 levels are subject to a complete name check of FBI records for any pending or past disciplinary actions and equal employment investigations for the past 3 years.

Candidates are ineligible to apply if currently on a Performance Improvement Plan (PIP); a Letter of Requirement (LOR); or have failed a PIP or LOR and are currently awaiting the final action by HRD.

A Performance Improvement Plan (PIP) is a 90-day written developmental plan for an employee whose performance on one or more critical elements is rated "Unacceptable".

A Letter of Requirement (LOR) is issued when a supervisor identifies leave abuse and/or when frequent absences negatively impact operations of an office.

Management has the prerogative to select at any grade for which this position has been announced.

Selectees will be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, genetic information, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.

The FBI welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those



persons. If you need a reasonable accommodation for any part of the application and hiring process, please contact the person on the extension provided above. The decision on granting reasonable accommodation will be on a case-by-case basis. The FBI 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.

The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principal investigative arm of the DOJ. All FBI positions are in the excepted service.

The FBI provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either e-mail at [REASONABLE\\_ACCOMMODATIONS@ic.fbi.gov](mailto:REASONABLE_ACCOMMODATIONS@ic.fbi.gov), telephone at 202-324-2158, or FAX at 202-324-3976. Your request will receive an individualized assessment and will be processed in the order it was received.

THIS E-MAIL ADDRESS IS ONLY FOR REASONABLE ACCOMMODATION REQUESTS. PLEASE DO NOT SUBMIT YOUR APPLICATION AND/OR ANY QUESTIONS UNRELATED TO REASONABLE ACCOMMODATIONS. SHOULD ANY APPLICATIONS BE RECEIVED, THEY WILL NOT BE FORWARDED FOR CONSIDERATION DURING THE HIRING PROCESS.

Application Deadline:  
Friday, December 30, 2016  
Number of Positions:  
1  
Updated December 12, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 30, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
How to Apply

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from Most Competitive status or result in a lowered score.

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online is a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

Step 1 - Establish an applicant account on the FBIJobs website by clicking Apply Now and then Register Now or login using your existing applicant account.

Step 2 - Paste your text resume in the space provided, upload a new resume or use a resume you have applied with previously.

Step 3 – Complete your applicant profile if establishing your account for the first time.

Step 4 - Complete the assessment questionnaire.

Step 5 – Complete the application sections requested and submit your application

#### Required Documents

To apply for this position, you must provide a complete application package by the closing date which includes:

Your resume (required) and cover letter (Mandatory)

A complete assessment questionnaire (required)

A Writing Sample, not to exceed 10 pages (Mandatory);

Other supporting documents:

Proof of current and active Bar Association Membership  
Photocopy of Law School Transcripts

Please Note: FBI employees currently assigned to a General Attorney position do not need to provide LAW School Transcripts or Proof of Bar Association Membership.

**NO EXTENSIONS WILL BE GRANTED FOR REQUIRED DOCUMENTS**

How to Attach Documents:

To attach documentation for submission, please follow the instructions below. Once documents are successfully attached, they will automatically get sent to HR.

Step 1: Login to your FBI Jobs account, and click the

"My Career Tools" hyperlink at the top of the page

Step 2: Click the "Add Attachment" hyperlink located under the "Cover Letters and Attachments" section

Step 3: Select the appropriate Attachment Type (or "Other" if one is not available)

Step 4: Populate the Attachment Purpose field

Step 5: Click the Add Attachment hyperlink

Step 6: Upload the desired attachment

Step 7: Click "Save & Add More" (if you are attaching more than one) or "Save & Return" if you have finished attaching documents

#### What to Expect Next

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

**ID:** 2459

## **GENERAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GENERAL ATTORNEY

SHARE

FEDERAL BUREAU OF INVESTIGATION (FBI)

ATTORNEY

935 PENNSYLVANIA AVENUE

WASHINGTON, DC 20535

UNITED STATES

JOB OPENING #: 9236

About the Office:

The Employment Law Unit provides direct representation of the FBI in personnel-related administrative hearings and coordinates the FBI's representation in civil suits arising from personnel-related matters. This posting is for an attorney position which is embedded in the FBI's Security Division. The incumbent will provide legal advice to FBI management on security clearance denials and revocations and defend those decisions on appeal before the DOJ Access Review Committee. The incumbent will provide legal advice to the Security Division on the other security related programs it administers.

Job Description:

Major Duties

GS-14:

Provide legal advice to all levels of Security Division management in personnel security and other security related programs administered by the Security Division of the FBI.

Defend the FBI in all phases of the security clearance denial and revocation appeals process.

Assist in representing the FBI in personnel-related litigation in administrative actions and the federal courts of the United States in cases involving personnel security matters.

GS-15: In addition to the above duties;

Provide expert legal advice and guidance to the highest levels of FBI management on all aspects of personnel security, physical security, document security, communications security, information security and related issues.

Qualifications:

Qualifications and Evaluations

Education

Applicant must possess a J.D. degree from a law school accredited by the American Bar Association (or have an LLM degree or other graduate law

degree in addition to a J.D.) and be an active member of the bar (any US jurisdiction).

Positive Education Requirement: This position has a specific education requirement; all applicants must verify completion of this basic education requirement by submitting both proof of JD degree and proof of good standing with a bar within US jurisdiction by the closing date of the job opening. Please see the "Required Documents" section of this announcement for additional information.

Please be advised candidates that are selected for this position, must be approved by the Department of Justice.

Please make sure your specialized experience/requirement(s) can be identified in your resume. Applicants must meet the qualification requirements by the closing date of this announcement.

Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are qualified for this job, your resume and supporting documentation will be compared to your responses to the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

Your application will then be placed in one of three categories: Most Competitive, Competitive, or Least Competitive. Names of candidates in the Most Competitive category will be sent to the hiring official for employment consideration. All applicants will be rated on the following Competencies:

Governance and Legal Jurisprudence

Analytic Thinking

Communication

**BASIC REQUIREMENT:** All applicants must possess a law degree from a law school accredited by the American Bar Association, and be an active member of the bar (any US jurisdiction).

GS-14: Applicants applying for the GS-14 must also have 2.5 or more years of post J.D. legal experience.

GS-15: Applicants applying for the GS-15 must also have 4 or more years of post J.D. legal experience.

Salary:

GS-14: \$108,887.00 - \$141,555.00 GS-15:  
\$128,082.00 - \$ 160,300.00

## Application Process: How to Apply

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from Most Competitive status or result in a lowered score.

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online is a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

Step 1 - Establish an applicant account on the FBIJobs website by clicking Apply Now and then Register Now or login using your existing applicant account.

Step 2 - Paste your text resume in the space provided, upload a new resume or use a resume you have applied with previously.

Step 3 – Complete your applicant profile if establishing your account for the first time.

Step 4 - Complete the assessment questionnaire.

Step 5 – Complete the application sections requested and submit your application

### Required Documents

To apply for this position, you must provide a complete application package by the closing date which includes:

Your resume (required) and cover letter (Mandatory)

A complete assessment questionnaire (required)

A Writing Sample, not to exceed 10 pages (Mandatory);

Other supporting documents:

- Proof of current and active Bar Association Membership
- Photocopy of Law School Transcripts

Please Note: FBI employees currently assigned to a General Attorney position do not need to provide LAW School Transcripts or Proof of Bar Association Membership.

**NO EXTENSIONS WILL BE GRANTED FOR REQUIRED**



## DOCUMENTS

### How to Attach Documents:

To attach documentation for submission, please follow the instructions below. Once documents are successfully attached, they will automatically get sent to HR.

Step 1: Login to your FBI Jobs account, and click the "My Career Tools" hyperlink at the top of the page

Step 2: Click the "Add Attachment" hyperlink located under the "Cover Letters and Attachments" section

Step 3: Select the appropriate Attachment Type (or "Other" if one is not available)

Step 4: Populate the Attachment Purpose field

Step 5: Click the Add Attachment hyperlink

Step 6: Upload the desired attachment

Step 7: Click "Save & Add More" (if you are attaching more than one) or "Save & Return" if you have finished attaching documents

### What to Expect Next

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

### Additional Information

Additional selections may be made from this announcement to fill positions within the same division when the position includes substantially the same duties and responsibilities and qualifications.

All selectees, with the exception of current FBI employees, will be required to serve a one-year probationary period.

Probationary employees are generally precluded from being considered for other FBI job opportunities until their 12-month probationary period has concluded.

Memorandum of Understanding: Any work performed outside normally assigned duties (that would not normally be documented on a SF-50, i. e., back-up duties), has to be properly documented in detail by an immediate supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished no credit will be given for time worked in that position. The following notations must be specified in the documentation

(Memorandum of Understanding):

Percent of time worked in the particular position  
(cannot conflict with main duties)

The month/year work began

Frequency worked (i.e., daily, monthly, etc.)

Specific duties performed.

Attach the Memorandum of Understanding to your application in the Cover Letters and Attachments section of My Career Tools on the Careers Home page. Please upload the attachment as type "Other."

Policy has been implemented that requires support employees entering a position through a competitive OR non-competitive action may be precluded from moving to another position within the Bureau by means of reassignment or change to a lower grade for a minimum of 12 months.

This policy does not apply to probationary employees. Probationary employees are generally precluded from being considered for all job opportunities until their 12-month probationary period has concluded.

All internal FBI candidates being considered competitively or non-competitively for positions at the GS 14 and GS 15 levels are subject to a complete name check of FBI records for any pending or past disciplinary actions and equal employment investigations for the past 3 years.

Candidates are ineligible to apply if currently on a Performance Improvement Plan (PIP); a Letter of Requirement (LOR); or have failed a PIP or LOR and are currently awaiting the final action by HRD.

A Performance Improvement Plan (PIP) is a 90-day written developmental plan for an employee whose performance on one or more critical elements is rated "Unacceptable".

A Letter of Requirement (LOR) is issued when a supervisor identifies leave abuse and/or when frequent absences negatively impact operations of an office.

Management has the prerogative to select at any grade for which this position has been announced.

Selectees will be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this

vacancy. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, genetic information, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.

The FBI welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please contact the person on the extension provided above. The decision on granting reasonable accommodation will be on a case-by-case basis. The FBI 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.

The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principal investigative arm of the DOJ. All FBI positions are in the excepted service.

The FBI provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either e-mail at [REASONABLE\\_ACCOMMODATIONS@ic.fbi.gov](mailto:REASONABLE_ACCOMMODATIONS@ic.fbi.gov), telephone at 202-324-2158, or FAX at 202-324-3976. Your request will receive an individualized assessment and will be processed in the order it was received.

THIS E-MAIL ADDRESS IS ONLY FOR REASONABLE ACCOMMODATION REQUESTS. PLEASE DO NOT SUBMIT YOUR APPLICATION AND/OR ANY QUESTIONS UNRELATED TO REASONABLE ACCOMMODATIONS. SHOULD ANY APPLICATIONS BE RECEIVED, THEY WILL NOT BE FORWARDED FOR CONSIDERATION DURING THE HIRING PROCESS.

Application Deadline:  
Friday, December 30, 2016  
Number of Positions:  
1  
Updated December 12, 2016  
\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 30, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
How to Apply

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from Most Competitive status or result in a lowered score.

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online is a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

Step 1 - Establish an applicant account on the FBIJobs website by clicking Apply Now and then Register Now or login using your existing applicant account.

Step 2 - Paste your text resume in the space provided, upload a new resume or use a resume you have applied with previously.

Step 3 – Complete your applicant profile if establishing your account for the first time.

Step 4 - Complete the assessment questionnaire.

Step 5 – Complete the application sections requested and submit your application

#### Required Documents

To apply for this position, you must provide a complete application package by the closing date which includes:

Your resume (required) and cover letter (Mandatory)

A complete assessment questionnaire (required)

A Writing Sample, not to exceed 10 pages (Mandatory);

Other supporting documents:

- Proof of current and active Bar Association Membership
- Photocopy of Law School Transcripts

Please Note: FBI employees currently assigned to a General Attorney position do not need to provide

LAW School Transcripts or Proof of Bar Association Membership.

NO EXTENSIONS WILL BE GRANTED FOR REQUIRED DOCUMENTS

How to Attach Documents:

To attach documentation for submission, please follow the instructions below. Once documents are successfully attached, they will automatically get sent to HR.

Step 1: Login to your FBI Jobs account, and click the "My Career Tools" hyperlink at the top of the page

Step 2: Click the "Add Attachment" hyperlink located under the "Cover Letters and Attachments" section

Step 3: Select the appropriate Attachment Type (or "Other" if one is not available)

Step 4: Populate the Attachment Purpose field

Step 5: Click the Add Attachment hyperlink

Step 6: Upload the desired attachment

Step 7: Click "Save & Add More" (if you are attaching more than one) or "Save & Return" if you have finished attaching documents

What to Expect Next

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

**ID:** 2462

## **GENERAL ATTORNEY - DIVISION COUNSEL**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** GENERAL ATTORNEY - DIVISION COUNSEL

SHARE

DRUG ENFORCEMENT ADMINISTRATION (DEA)  
OFFICE OF CHIEF COUNSEL - ORLANDO DISTRICT  
OFFICE

ATTORNEY

300 INTERNATIONAL PARKWAY

HEATHROW, FL 32746

UNITED STATES

About the Office:

The Office of Chief Counsel provides legal services and guidance to all components of the Drug Enforcement Administration (DEA) in matters that arise in the conduct of DEA missions to enforce the controlled substances laws and regulations of the United States. The office provides legal support to the DEA by analyzing the legal implications involved in policy decisions, advising and training DEA personnel worldwide on criminal, civil, and regulatory legal issues, reviewing pertinent proposed legislation and regulations affecting DEA operations, and representing DEA in civil and administrative litigation.

Job Description:

The Division Counsel is involved in all legal matters and issues concerning the Orlando District Office, including criminal, civil, and administrative law. This includes substantive drug-related and money laundering statutes, investigative methods and techniques, search and seizure, electronic surveillance, interview and interrogation, evidence, discovery, drafting and reviewing legislative proposals relating to criminal law and procedure, and Federal sentencing guidelines, legal training, and legal review of operational policies and procedures. It also includes matters relating to support of civil and administrative litigation, including regulatory issues under the Controlled Substances Act (21 USC § 801 et seq.), as well as personnel and fiscal law questions.

Qualifications:

Applicants must possess a J.D. degree, be an active member of the bar in good standing (any jurisdiction), have at least 10 years of post J.D. legal experience, and at least three years experience in grade as a GS-905-14 attorney or equivalent at time of selection. Applicants must also have 1) Significant experience in criminal law, with at least three years Federal prosecutorial experience preferred, or significant experience in other areas of law



applicable to the operation of a federal law enforcement agency; 2) Excellent academic credentials; 3) Strong oral and written communication and advocacy skills; 4) Superior legal research and analytical skills; 5) Experience in dealing with complex legal and policy issues; and 6) Ability to formulate and implement Department of Justice and DEA policies on all matters pertaining to assigned areas. Proficiency in computer aided legal research and computer word processing is required.

Applicant should also meet eligibility requirement for a Top Secret Clearance.

**Salary:**

Current salary and years of experience will determine the appropriate salary range for GS-15 position (\$117,376 - \$152,593).

**Travel:**

Occasional travel is required.

**Application Process:**

Applicants must submit a detailed resume, a cover letter highlighting relevant experience and a professional legal writing sample to:

Drug Enforcement Administration

Office of Chief Counsel

Domestic Criminal Law Policy & Division Counsel  
Section (CCO)

ATTN: Jane M. Erisman

Associate Chief Counsel (E-12147)

8701 Morrisette Drive

Springfield, VA 22152

**Application Deadline:**

Saturday, December 31, 2016

**Relocation Expenses:**

Relocation expenses are not authorized.

**Number of Positions:**

1

Updated December 8, 2016

\* \* \*

**Department Policies**

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** December 31, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a detailed resume, a cover letter highlighting relevant experience and a professional legal writing sample to:

Drug Enforcement Administration

Office of Chief Counsel

Domestic Criminal Law Policy & Division Counsel  
Section (CCO)

ATTN: Jane M. Erisman

Associate Chief Counsel (E-12147)

8701 Morrisette Drive

Springfield, VA 22152

Application Deadline:

Saturday, December 31, 2016

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

1

**ID: 2467**

## **Inside Client Manager**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Description

### Inside Client Manager

#### Overview:

The Inside Client Manager (CMI) is responsible for customer retention and increasing revenue, usage, and market-share in his/her assigned account territory. The Inside Client Manager leverages expertise in customer relations, practice experience, and product mastery to increase product usage, remove obstacles, and communicate overall product value to their customers.

#### MAJOR AREAS OF CLIENTABILITY

- Increase customer retention in assigned territory via dynamic customer interactions.
- Effectively meet customer needs and build lasting customer relationships to drive customer satisfaction and loyalty.
- Take courses of action or develop client solutions that appropriately consider available facts, constraints, competitive circumstances, and probable consequences.
- Retain and grow assigned revenue within assigned accounts through
  - o Pre-sale demonstrations/trainings
  - o Developing sales opportunities
  - o Effectively negotiating ancillary credit disputes
  - o Renew existing contracts
- Help guide and execute marketing strategies to increase retention, focusing on customer risk and other intelligence.
- Demonstrates strong negotiation skills by effectively exploring alternatives and positions to reach outcomes

that gain the support and acceptance of all parties.

- Maintain a high level of knowledge and expertise in Westlaw and solutions products, pricing, subscription plans, customer workflow, and usability.
- Accurately log and report daily activities via applicable business systems.
- Perform other related duties/special projects as directed by Manager in a timely and accurate manner.

## Qualifications

### Qualifications:

- J.D. preferred
- Strong communication and presentation skills, especially via telephone required.
- High degree of professionalism required.
- Customer centric focus required.
- Well-developed negotiation skills required.
- Strong leadership skills.
- Excellent verbal and written communication skills.
- Thorough knowledge of Thomson Reuters products, as well as sales policies, procedures, practices, and pricing.
- Strong attention to detail and excellent organizational skills.
- Ability to work independently and as part of a team in a fast-paced, changing environment.
- Demonstrates superior CRM knowledge and technical skills.
- Ability to travel occasionally to training sessions, meetings and to customer locations

In addition to competitive pay and benefits, Thomson Reuters offers specific sales and product training to ensure our employees have the abilities to meet and/or exceed expectations.

Thomson Reuters employees take pride in providing our customers around the world with information that is timely, accurate, unbiased and trusted. We have a profound respect for the professions and customers we serve and define our success in terms of their success. Our work environment is dynamic, innovative and entrepreneurial. We have a result-oriented culture that demands excellence, agility, and the desire to move quickly and precisely to seize opportunities. Our environment is both challenging and supportive - we give employees the opportunity to develop their skills and do their best work.

Thomson Reuters values diversity of culture and thought and seeks talented, qualified employees in all its

operations around the world regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.

Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** February 13, 2017

**Contact:** Mr. Robert A. Duncan  
Duncan

610 Opperman Drive Eagan, Minnesota 55123 United States

<http://www.thomsonreuters.com>

**Resume Receipt:** Other (see below)

**How To Apply:** <https://goo.gl/H7X9hu>

**ID:** 2471

## **Inside Client Representative**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Description

### Inside Client Representative Position

The Client Representative is responsible for leveraging their expertise to retain and increase Thomson Reuters' solution and product revenue, usage and market-share in small law firm accounts in an assigned territory / small law firm segment. The Client Representative works with the customer over the phone and via the web utilizing skills related to legal research, teaching, sales and marketing.

Responsibilities include:

- Meets and exceeds goals of increasing Westlaw customer revenue and usage in the assigned territory through telephone and web trainings and other related activities.
- Contacts via phone required number of customers to provide customers with training on Westlaw and Thomson Reuters solutions to ensure customer's satisfaction.
- Maintains a superior level of knowledge and understanding/expertise on Westlaw, other business of law products and practice areas relevant to law firm customers.
- Maintains high level of knowledge and understanding of the business, systems, promotions and Thomson Reuter's objectives and all other applications as appropriate.
- Promotes new products
- Closely partners with appropriate field team and others on a formal and informal basis to achieve customer training and usage/revenue goals as well as overall customer satisfaction.
- Accurately log and report daily activities via various business systems and departmental processes.
- Perform other related duties/special projects as directed by management in a timely and accurate manner.

### Qualifications

Qualifications:

- J.D. required; license preferred
- 1-2 years legal experience preferred
- Experience in law firm setting or with law firm customers preferred
- Strong communication and presentation skills (both verbal and written), especially via telephone required.
- Self-starter



- Interested in working independently and in determining how best to get through to users
- Desire to work closely with other departments
- Customer retention and revenue focus required
- Experience/background in online legal research tools
- High degree of professionalism and flexibility
- Strong customer-centric focus
- Computer proficiency, including Microsoft Office suite and internet required
- Ability to multi-task using phone and computer eight hours per day

In addition to competitive pay and benefits, Thomson Reuters offers specific sales and product training to ensure our employees have the abilities to meet and/or exceed expectations.

Thomson Reuters employees take pride in providing our customers around the world with information that is timely, accurate, unbiased and trusted. We have a profound respect for the professions and customers we serve and define our success in terms of their success. Our work environment is dynamic, innovative and entrepreneurial. We have a result-oriented culture that demands excellence, agility, and the desire to move quickly and precisely to seize opportunities. Our environment is both challenging and supportive - we give employees the opportunity to develop their skills and do their best work.

Thomson Reuters values diversity of culture and thought and seeks talented, qualified employees in all its operations around the world regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.

Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** February 13, 2017

**Contact:** Mr. Robert A. Duncan  
Duncan

610 Opperman Drive Eagan, Minnesota 55123 United States

<http://www.thomsonreuters.com>

**Resume Receipt:** Other (see below)

**How To Apply:** <https://goo.gl/7dSG0T>

**ID:** 2472

## **TRIAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE

CRIMINAL DIVISION (CRM)

ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

17-CRM-CCS-019

About the Office:

Appointment to this position may be filled by permanent appointment or current DOJ employees may be selected through a reimbursable detail (with the potential for conversion to a permanent appointment).

Capital Case Section (CCS) attorneys work with United States Attorneys' Offices in relation to all aspects of capital prosecutions including acting as co-counsel in federal capital trials, assisting with the preparation of submissions of capitaleligible cases for Department review, providing guidance on death penalty related aspects of the pre-trial and trial process, and periodically assisting on direct appeals and collateral review under 18 U.S.C. § 2255. CCS attorneys assist the Attorney General's Review Committee on Capital Cases in reaching its recommendation to the Attorney General in deciding whether the death penalty should be sought in each capital-eligible case submitted pursuant to the DOJ death penalty protocol. CCS also provides training and resource materials to federal prosecutors for handling capital cases; provides advice and staff support to senior department officials on policy matters related to handling capital cases; drafts and/or reviews proposed legislation, amendments, regulations, testimony, briefing materials, public statements, and correspondence on capital punishment issues; and collects and maintains current information and materials for a brief bank and resource center for capital prosecutors.

Job Description:

The Criminal Division, U.S. Department of Justice is seeking qualified, experienced trial attorneys in the Capital Case Section (CCS) located in Washington, DC.

As a Trial Attorney for the Criminal Division's Capital Case Section (CCS), the incumbent:

Conducts analysis of new cases received from the United States Attorneys' Offices and Department components charging a crime punishable by death. Section attorneys advise the Attorney General's Capital Case Review Committee in its factual and legal evaluation of cases submitted to the Department for review regarding whether the death penalty should be sought in each

capital-eligible case;

Litigates all phases of federal capital cases, including pre-trial litigation, guidance in selecting death qualified juries, and helps construct penalty phase evidentiary presentations. Section attorneys act as co-counsel in federal capital trials, assisting with the preparation of capital-eligible cases for Department review, providing guidance on death penalty related aspects of the pre-trial and trial process;

Provides training on the Department's capital case litigation. Section attorneys provide legal, procedural, and policy guidance to United States Attorneys' Offices and Department components handling capital investigations and prosecutions;

In collaboration with USAOs, Section attorneys advise in the preparation of legal memoranda, such as proposed legislation, amendments, regulations, testimony, briefing materials, public statements, and correspondence on capital punishment issues;

Collects and maintains trial and appellate materials related to federal capital prosecutions. Section attorneys partner with USAOs in the development and management of current information and materials which act as a resources center for capital prosecutors; and

Assists in the development of Department policies and procedures related to federal capital prosecutions.

Qualifications:

Required Qualifications: Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least four (4) years post J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff. Applicants must be an active member of the bar in good standing.

Preferred Qualifications: Your qualifications will be further evaluated based upon the following competencies. You are required to respond to each competency in the occupational questionnaire portion of this announcement. Failure to respond to these questions may result in your being deemed not highly qualified for the position.

Experience in supporting, litigating, and supervising criminal cases in federal or state courts. Experience handling violent crime cases.

Experience handling federal criminal prosecutions on behalf of the U. S. Department of Justice.

Experience in preparing and submitting cases pursuant to the U.S. Department of Justice's death penalty protocol.

Experience trying capital cases.

Salary:

Current salary and years of litigation experience will determine the appropriate salary at the time of appointment. Compensation will be at the General Schedule (GS)-15 level, \$128,082.00 – \$160,300.00 per

annum, which includes locality pay.

Travel:

Occasional domestic travel with periods of significant travel often required.

Application Process:

Due to the high volume of applicant interest, applications will be reviewed on a rolling basis. A list of eligible candidates will be referred to the hiring managers every week during the open period of the announcement. The announcement may be closed at any time once all selections are made. If you are interested in applying, it is recommended that you do so early.

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAjobs. The list of required documents can be found in the USAjobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.

2. Once you have an account, apply to the USAjobs vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/458793600>.

Application Deadline:

Friday, January 13, 2017

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

Few

Updated December 12, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 13, 2016

**Expiration Date:** January 13, 2017

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:

Due to the high volume of applicant interest, applications will be reviewed on a rolling basis. A list of eligible candidates will be referred to the hiring managers every week during the open period of the announcement. The announcement may be closed at any time once all selections are made. If you are interested in applying, it is recommended that you do so early.

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAjobs. The list of required documents can be found in the USAjobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.

2. Once you have an account, apply to the USAjobs vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/458793600>.

**Application Deadline:**

Friday, January 13, 2017

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

Few

**ID:** 2461

## **Law Opportunity for Recent Law Graduate**

Kirkpatrick Law Office, PLLC (Beckley, West Virginia)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Kirkpatrick Law Office, PLLC is accepting resumes from recent graduates who have sat for and passed the West Virginia State Bar Exam. The new hire would be in a small practice which concentrates in the areas of personal injury, criminal, and family law. Looking to hire VERY soon as previous associate attorney is relocating to Charleston, WV.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 12, 2016

**Expiration Date:** January 2, 2017

**Contact:** Mr. David Kirkpatrick  
Esquire

**Resume Receipt:** E-mail

**Default email for resumes.:** [dkirk1@wvdsi.net](mailto:dkirk1@wvdsi.net)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** email resume to [dkirkland@wvdsi.net](mailto:dkirkland@wvdsi.net) or mail to physical location at 348 North Kanawha Street, Beckley, WV 25801.

**ID:** 2265



## **ASSISTANT UNITED STATES ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO WESTERN DISTRICT OF TENNESSEE

CRIMINAL DIVISION

ATTORNEY

167 N. MAIN ST.

SUITE 800

MEMPHIS, TN 38103

UNITED STATES

17-TNW-1866605-AUSA

About the Office:

The United States Attorneys' Offices prosecute federal criminal offenses and represent the interests of the United States in civil and criminal cases. The United States Attorney's Office for the Western District of Tennessee serves 22 counties in West Tennessee spanning 11,331 square miles. The office employs over 70 individuals with 35 attorneys assigned to the Memphis office, five attorneys assigned to the Jackson Branch office, and 37 support staff. Our office is large enough to enjoy a wide variety of case assignments and small enough to be collegial and collaborative. We place a high value on diversity of experience and cultural perspective. We encourage applications from trial attorneys from all ethnic groups, all genders, veterans, and individuals with disabilities. Our headquarters office is located in Memphis, with a staffed branch office in Jackson, TN. The positions are located at the main office in Memphis, TN.

In all matters, it is our mission to represent the people of the United States in a manner that will instill confidence in the fairness and integrity of our office and the judicial system, and to conduct our work with the highest integrity. We strive to perform our mission in the most efficient and effective manner.

Our Criminal Division investigates and prosecutes federal cases arising from a wide array of criminal activity.

The Civil Division handles a wide variety of civil cases at the district court and appellate level.

Visit us at: <http://www.usdoj.gov/usao/tnw>

Job Description:

The U.S. Attorney's Office for the Western District of Tennessee has openings for an Assistant United States Attorney (AUSA) to work in our Criminal

Division.

The AUSA will be part of a dedicated team helping to enforce federal criminal laws and prepare appeals.

Assistant United States Attorneys in the Criminal Division are responsible for the prosecution of all types of crimes under federal law ranging from complex white-collar crime, public corruption, investment schemes, illegal immigration and alien smuggling, environmental crimes, drug trafficking, firearms violations and violent crime. The Criminal Division also includes the Anti-Terrorism Advisory Council, Appellate Division, Asset Forfeiture Program and Organized Crime Drug Enforcement Task Force.

Specific case assignments vary depending on the particular needs of the office. The position may also involve some administrative responsibilities.

Type of Position:

This is a permanent position. However, all initial attorney appointments to the Department of Justice are made on a 14 month (temporary) basis pending favorable adjudication of a background investigation.

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

Qualifications:

Required Qualifications: Applicants must possess a J.D. degree, be an active member of the bar (any U.S. jurisdiction), and have at least one year post-J.D. legal or other relevant experience.

United States citizenship is required.

Preferred Qualifications: Ideally, applicants will have at least one to three years of experience litigating cases in federal court or similar relevant experience, with responsibility for all aspects of discovery, pretrial hearings, trials, and appeals or legal practice experience related to civil litigation. The ideal applicant will also have some appellate writing and oral advocacy experience, and a demonstrated ability to work well with others, from support personnel to supervisors. Applicants must be flexible and willing to learn new areas of the law, forthright and diplomatic in dealing with client agencies and the court, and dedicated to public service by way of a commitment to representing the United States.

Applicants must demonstrate superior written and oral communication skills. They must be able to define and articulate critical issues in a wide variety of cases and areas of law. Applicants must be able to

manage a caseload composed of very different kinds of cases with correspondingly different demands and deadlines. Applicants must be self-starters, willing and able to conduct their own legal research and writing, be substantially self-sufficient in managing cases and deadlines, preparing day-to-day correspondence and filings, and using computer programs and systems (CM/ECF, word processing, Westlaw, Lexis/Nexis, etc.).

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of basic pay for this position is \$51,811 to \$135,519 plus 14.35% locality pay.

**Travel:**

Occasional travel for training and or work may be required.

**Application Process:**

To apply for this position, you must create a USAJOBS account or log in to your existing account. Complete the occupational questionnaire and submit the documentation specified in the announcement. The complete application package must be submitted by 11:59 PM (EST) on December 10, 2016 to receive consideration. Applications should include a:

- Resume that highlights interest in the position and addresses in detail how the applicant meets the qualifications; Summary of litigation experience, including the number and types of cases handled and tried;
- Writing sample; and
- References.

No telephone calls please. To receive consideration for this vacancy, applications/resumes must be submitted by 12-10-2016

**Application Deadline:**

Saturday, December 10, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

One or more positions may be filled from this announcement.

Updated December 6, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 10, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
To apply for this position, you must create a USAJOBS account or log in to your existing account. Complete the occupational questionnaire and submit

the documentation specified in the announcement. The complete application package must be submitted by 11:59 PM (EST) on December 10, 2016 to receive consideration. Applications should include a:

- Resume that highlights interest in the position and addresses in detail how the applicant meets the qualifications; Summary of litigation experience, including the number and types of cases handled and tried; • Writing sample; and • References.

No telephone calls please. To receive consideration for this vacancy, applications/resumes must be submitted by 12-10-2016

Application Deadline:

Saturday, December 10, 2016

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

One or more positions may be filled from this announcement.

**ID:** 2449

## **ASSISTANT UNITED STATES ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** South (LA, TX, OK, AR)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO WESTERN DISTRICT OF LOUISIANA  
ATTORNEY

800 LAFAYETTE STREET, SUITE 2200

LAFAYETTE, LA 70501

UNITED STATES

17-WDLA-AUSA-002

About the Office:

The United States Attorney's office for the Western District of Louisiana serves 42 of the state's 64 parishes. It is bordered by Texas to the west, Arkansas to the north, the Mississippi River to the east and the Gulf of Mexico to the south.

Geographically, the district encompasses two-thirds of the State of Louisiana. The main office is located in Shreveport, Louisiana, with a staffed, second office of equal size in Lafayette. There are also unstaffed, satellite offices in Alexandria, Monroe, and Lake Charles.

The United States Attorney's Office is responsible for federal criminal prosecutions and civil cases involving the United States Government. Our mission is to enforce the law and defend the interests of the United States, provide federal leadership in preventing and controlling crime, seek just punishment for those guilty of unlawful behavior, and to administer and enforce the Nation's laws to ensure fair and impartial administration of justice for all Americans.

Job Description:

The United States Attorney's Office, Western District of Louisiana, is seeking one Assistant U.S. Attorney for its Criminal Division in Lafayette. Attorneys in the Criminal Division are responsible for the prosecution of all types of crimes under federal law ranging from complex white-collar crime, public corruptions, investment schemes, illegal immigration and alien smuggling, drug trafficking, firearms violations and violent crime. The Criminal Division also includes the Anti-Terrorism Advisory Council, Appellate, Asset Forfeiture Program and Organized Crime Drug Enforcement Task Force.

As needed, additional positions may be filled from this announcement.

Qualifications:

Required qualifications: Applicant must possess a J.D. degree from an accredited law school, be an active member of the bar (any U.S. jurisdiction) in good standing and have at least one year post-J.D. legal or other relevant experience.

Preferred qualifications: Ideal applicants should demonstrate superior communication and courtroom skills, exhibit exceptional research and writing ability, perform thorough legal and factual analysis, demonstrate strong interpersonal skills, and exercise good judgment. Applicants should have a strong work ethic and demonstrated capacity to function, with minimum guidance, in a highly demanding environment while balancing a heavy case load.

Salary:

Assistant United States Attorneys' pay is administratively determined based, in part, on the number years of professional attorney experience. The range of basic pay is \$51,811.00 to \$121,569.00 plus locality pay currently at 14.35%.

Travel:

Occasional travel both within and outside the Western District of Louisiana will be required.

Application Process:

Interested applicants should submit a cover letter, resume, writing sample, unofficial law school transcripts and any other required supporting documentation to the mail or email address below. Please include the vacancy announcement number 17-WDLA-AUSA-002 on your cover letter and resume. The closing date of this announcement has been extended from December 5, 2016 to December 12, 2016. Previous applicants do not need to reapply. All applications must be received at this office no later than 11:59 p.m. (CST), December 12, 2016, in order to be considered.

Please send your resume to:

Attn: HR Office

Stephanie A. Finley

United States Attorney

300 Fannin Street, Suite 3201

Shreveport LA 71101

or

USALAW.HRO@usdoj.gov (Please use .pdf format for emailed documents).

No telephone calls please. Position will be open until December 12, 2016.



Application Deadline:  
Monday, December 12, 2016  
Relocation Expenses:  
Relocation expenses will not be paid  
Number of Positions:  
One (1)  
Updated December 5, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com)

[external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 12, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Interested applicants should submit a cover letter, resume, writing sample, unofficial law school transcripts and any other required supporting documentation to the mail or email address below. Please include the vacancy announcement number 17-WDLA-AUSA-002 on your cover letter and resume. The closing date of this announcement has been extended from December 5, 2016 to December 12, 2016. Previous applicants do not need to reapply. All applications must be received at this office no later than 11:59 p.m. (CST), December 12, 2016, in order to be considered.

Please send your resume to:

Attn: HR Office

Stephanie A. Finley

United States Attorney

300 Fannin Street, Suite 3201

Shreveport LA 71101

or

USALAW.HRO@usdoj.gov (Please use .pdf format for emailed documents).

No telephone calls please. Position will be open until December 12, 2016.

Application Deadline:  
Monday, December 12, 2016

Relocation Expenses:

Relocation expenses will not be paid

Number of Positions:

One (1)

**ID:** 2455

## **ASSISTANT UNITED STATES ATTORNEY (CRIMINAL)**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** ASSISTANT UNITED STATES ATTORNEY (CRIMINAL)

SHARE

USAO SOUTHERN DISTRICT OF OHIO

ATTORNEY

DAYTON, OH 45402

UNITED STATES

17-OHS-1862049-AUSA

About the Office:

Our mission is to protect and serve the citizens of the Southern District of Ohio through the ethical, vigorous and impartial enforcement of the laws of the United States, and in so doing to defend the national security, improve the safety and quality of life in our communities, protect the public funds and financial assets of the United States, maintain a courteous and professional working environment, and, with skill and integrity, seek to do justice in every matter.

In all matters, it is our mission to represent the people of the United States in a manner that will instill confidence in the fairness and integrity of our office and the judicial system, and to conduct our work with the highest integrity. We strive to perform our mission in the most efficient and effective manner.

You may access the webpage for the United States Attorneys Office, Southern District of Ohio at <https://www.justice.gov/usao-sdoh>.

If you are looking for an exciting and challenging career, this is the position for you! With a diverse and talented workforce of over 100,000 men and women, Justice leads the Nation in ensuring the protection of all Americans while preserving their constitutional freedoms. You can be part of a dedicated team helping to enforce Federal criminal and civil laws that protect life, liberty, and the property of citizens.

The United States Attorney's Office prosecutes federal offenses, defends the U.S. government's interest and affirmatively pursues claims on behalf of the government in all civil cases. The United States Attorney's Office, Southern District of Ohio is a large district which includes 48 counties located in the southern half of the state. Offices are located in Columbus, Cincinnati and Dayton.

For more information on the Department of Justice and the United States Attorney's Offices, visit <http://www.justice.gov/careers/careers.html>.

**Job Description:**

All initial attorney positions to the Department of Justice

are made on a 14-month (temporary) basis. This position may be extended or made permanent without further competition.

Assistant United States Attorneys (AUSAs) located in the Criminal Division will be responsible for investigating and prosecuting a variety of complex criminal cases. Cases include healthcare fraud, financial crimes, civil rights, child exploitation, violent crime, narcotics and firearms offenses, identity theft and immigration offenses.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

This position is located in Dayton, Ohio.

As needed, additional positions may be filled using this announcement.

**Qualifications:**

**Required Qualifications:**

Applicants must possess 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.

United States citizenship is required.

**Preferred Qualifications:**

Prior experience in general criminal investigations and prosecutions is preferred. Prior experience in federal criminal practice or a federal clerkship is preferred. Applicants should be committed to public service, possess superior communication and courtroom skills, exhibit exceptional research and writing ability, perform thorough legal and factual analyses, demonstrate an ability to work well with a wide variety of people, exercise good judgment, and function with minimal guidance in a highly demanding environment. Applicants should have computer and electronic litigation support skills.

You must meet all qualification requirements upon the closing date of this announcement.

**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.

**Residency Requirements:** 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.

**Selective Service:** If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See [www.sss.gov](http://www.sss.gov).

**Salary:**

Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of basic pay is \$60,360 to \$157,880 which includes 16.50% locality pay.

**Travel:**

Occasional travel may be required.

**Application Process:**

Applications may be submitted online through the following link:

<https://www.usajobs.gov/GetJob/ViewDetails/458604200/>

The deadline to apply is Monday December 12th, 2016.

If unable to apply online the announcement provides instructions on faxing your documents in the "How to Apply" tab.

**Application Deadline:**

Monday, December 12, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

1

Updated December 6, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with

targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).



\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 12, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
Applications may be submitted online through the following link:

<https://www.usajobs.gov/GetJob/ViewDetails/458604200/>

The deadline to apply is Monday December 12th, 2016.

If unable to apply online the announcement provides instructions on faxing your documents in the "How to Apply" tab.

Application Deadline:  
Monday, December 12, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1

**ID:** 2450

## **ASSISTANT US ATTORNEY, CHIEF OF THE CYBER UNIT**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ASSISTANT US ATTORNEY, CHIEF OF THE CYBER UNIT

SHARE

USAO DISTRICT OF COLUMBIA

CYBER UNIT

ATTORNEY

JUDICIARY CENTER BUILDING

555 4TH STREET, N.W.

WASHINGTON, DC 20530

UNITED STATES

17-USAODC-CU-001

About the Office:

The Office of the United States Attorney for the District of Columbia (USAODC) is unique among the 94 United States Attorneys' Offices across the nation by virtue of its size and its varied responsibilities. It is the largest United States Attorney's Office with up to 350 Assistant United States Attorneys and 350 support personnel. The size of this Office is the result of the breadth of our responsibility for criminal law enforcement and our location in the nation's capital. We are responsible not only for the prosecution of all federal crimes, but also for the prosecution of all serious local crimes committed by adults in the District of Columbia. In addition, we represent the United States and its departments and agencies in civil proceedings filed in federal court in the District of Columbia. As the principal prosecutor for all criminal offenses in this jurisdiction, and as the principal litigator for the United States in the nation's capital, this Office offers extensive litigation experience before over 100 judges in the federal and local courts and unique opportunities for important public service.

Job Description:

The Chief of the Cyber Unit (CU) is responsible for managing and leading the section and for the satisfactory performance of all functions assigned to it. The CU's stated mission is threefold: (1) to investigate and prosecute cybercrimes; (2) to process incoming Mutual Legal Assistance Treaty (MLAT) requests for electronic evidence referred to it by the DOJ's Office of International Affairs (DOJ-OIA); and (3) to supply subject matter expertise in the area of electronic evidence collection to the entire USAODC.

The CU investigates and prosecutes a broad range of complex cybercrimes. Specifically, the CU is responsible for the investigation and prosecution of computer hacking and intrusion crimes, access

device fraud, identity theft, cyberstalking, copyright and trademark infringement, online forums used to commit crimes, and online money laundering crimes. The CU directly supports DOJ-OIA's MLAT Reform Initiative by processing incoming MLAT requests from foreign law enforcements authorities for electronic evidence from U.S.-based internet service providers. As the USAODC's repository of subject matter expertise in the area of electronic evidence, the CU develops and publishes model pleadings and legal process (e.g., email and social media search warrants, transactional data applications, Twitter pen-register applications, electronic evidence sealing and nondisclosure applications and orders) for the entire USAODC. The CU also periodically provides substantive updates to the entire USAODC on emerging trends and significant case decisions that impact online investigations and the gathering and use of electronic evidence.

The CU Chief supervises a staff of over 10, which includes seven senior prosecutors and several paralegals. The Chief reviews the work and evaluates the performance of the attorney staff and, through a paralegal supervisor, oversees the work of the support staff. The Chief provides legal, ethical, policy, and strategic advice on investigations and cases. The Chief is responsible for the section's compliance with Department of Justice and United States Attorney's Office policies and procedures. The Chief provides training to attorneys, support staff, and law enforcement agencies. The Chief consults routinely with senior management, including the U.S. Attorney.

#### Qualifications:

The ideal candidate will have outstanding legal ability, high moral character, mature judgment, a keen desire for public service, and an exceptional aptitude for litigation. A selection will be made of the most highly qualified attorney who applies, without regard to race, sex, creed, color, national origin, handicap, age, or political affiliation.

Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any state, territory of the United States, or the District of Columbia, and have at least five years post J.D. legal experience. Prior cybercrime criminal litigation experience is required. Applicants must be an active member of the bar in good standing.

United States citizenship is required.

#### Salary:

Several

#### Travel:

Occasional travel required

#### Application Process:

An application package for a position with this Office should include a letter of application, resume, legal writing sample and an official law school transcript.

The writing sample selected for submission should be the applicant's exclusive work product. If the writing sample was edited, or if there were other contributors, applicants are expected to identify those portions of the writing sample not exclusively their own work product and the extent of editing done by others. Applicants may also submit letters of reference from persons recommending appointment.

All applications and supporting documentation for the Chief of the Cyber Unit should be emailed to the following:

James H. Dinan  
Principal Assistant United States Attorney  
United States Attorney's Office  
District of Columbia  
555 4th Street NW  
Washington, DC 20530  
[James.Dinan@usdoj.gov](mailto:James.Dinan@usdoj.gov) [Email links icon](#)

Jonathan M. Malis  
Chief, Criminal Division  
United States Attorney's Office  
District of Columbia  
555 4th Street NW  
Washington, DC 20530  
[Jonathan.M.Malis@usdoj.gov](mailto:Jonathan.M.Malis@usdoj.gov) [Email links icon](#)

Application Deadline:  
Tuesday, December 13, 2016  
Relocation Expenses:  
Relocation expenses will not be paid  
Number of Positions:  
One  
Updated December 7, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 13, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States


**Resume Receipt:** E-mail


**Default email for resumes.:** [James.Dinan@usdoj.gov](mailto:James.Dinan@usdoj.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
An application package for a position with this Office should include a letter of application, resume, legal writing sample and an official law school transcript. The writing sample selected for submission should be the applicant's exclusive work product. If the writing sample was edited, or if there were other contributors, applicants are expected to identify those portions of the writing sample not exclusively their own work product and the extent of editing done by others. Applicants may also submit letters of reference from persons recommending appointment.

All applications and supporting documentation for the Chief of the Cyber Unit should be emailed to the following:

James H. Dinan  
Principal Assistant United States Attorney  
United States Attorney's Office  
District of Columbia  
555 4th Street NW  
Washington, DC 20530  
[James.Dinan@usdoj.gov](mailto:James.Dinan@usdoj.gov) 

Jonathan M. Malis  
Chief, Criminal Division  
United States Attorney's Office  
District of Columbia  
555 4th Street NW  
Washington, DC 20530  
[Jonathan.M.Malis@usdoj.gov](mailto:Jonathan.M.Malis@usdoj.gov) 

Application Deadline:  
Tuesday, December 13, 2016  
Relocation Expenses:  
Relocation expenses will not be paid  
Number of Positions:  
One

**ID: 2443**

## ATTORNEY ADVISOR

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR

SHARE

UNITED STATES PAROLE COMMISSION (USPC)

OFFICE OF GENERAL COUNSEL

ATTORNEY

90 K. STREET N.E. 3RD FLOOR

WASHINGTON, DC 20530

UNITED STATES

About the Office:

The U.S. Parole Commission is a federal agency with paroling authority for Federal and District of Columbia prisoners and parolees. The mission of the U.S. Parole Commission is to promote public safety and strive for justice and fairness in the exercise of its authority to release and revoke offenders under its jurisdiction. The office is located in the northeast section of Washington, DC.

Job Description:

This position is located in the Office of the General Counsel. The office is responsible for providing interpretation of the agency's enabling statutes, drafting and implementing rules and regulations, and assisting the U.S. Attorney's Offices in defending the USPC against lawsuits brought by prisoners and parolees.

The incumbent's major duties are:

- Preparing detailed litigation reports and drafting responses/motions for assistant U.S. Attorneys.

- Assisting in pretrial discovery, witness identification and preparation, pretrial conferences, depositions, and at trial.

- Performing legal research in highly complex areas.

- Advising Commission members and staff on the application of constitutional statutory, and regulatory law and Commission policy statements.

- Serve as the Ethics Official for the Commission by supporting and advising on all Commission's ethics program.

- Analyzing administrative appeals and making recommendations on the disposition of the appeals.

- Conducting training seminars on the legal aspects of parole and supervised release administration.



-Reviewing and responding to correspondence on legal questions.

This is a term position not to exceed four (4) years. This position may be converted to a permanent appointment without further competition.

**Qualifications:**

**Required Qualification:** Applicant must have a J.D. degree, be an active member of the bar (any U.S. jurisdiction), and have at least 3 years post-J.D. legal or other relevant experience.

**Preferred Qualification:** The ideal candidate must demonstrate excellent analytical, legal research, oral and written skills; possess experience in litigation or in the capacity of an attorney advisor in a criminal justice, probation, or parole environment; and strong interpersonal skills.

U.S citizenship required.

**Salary:**

GS-14: \$108,887 - \$141,555

**Travel:**

Local travel (metropolitan area) is required.

Overnight travel less than 10%.

**Application Process:**

Applicants must submit a resume, a cover letter (highlighting relevant background), and a writing sample (15 to 20 pages in length). If you are claiming veterans preference, you must also submit your DD-214, and/or other documentation that you may have. Please submit applications via e-mail to [Nevi.M.Mendoza@usdoj.gov](mailto:Nevi.M.Mendoza@usdoj.gov) or via USPS:

U.S. Department of Justice

U.S. Parole Commission

Attn: Nevi Mendoza, Administrative Assistant

90 K Street N.E. 3rd Floor

Washington, DC 20530

Applications must be postmarked no later than the closing date of this announcement (applications submitted by e-mail must be received by midnight Eastern Standard time on the closing date of this announcement).

This announcement will be advertised for 15 days from December 7, 2016 to December 22, 2016.

**Application Deadline:**

Thursday, December 22, 2016

**Number of Positions:**

1

Updated December 7, 2016

\* \* \*

## Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 22, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Nevi.M.Mendoza@usdoj.gov](mailto:Nevi.M.Mendoza@usdoj.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a resume, a cover letter (highlighting relevant background), and a writing sample (15 to 20 pages in length). If you are claiming veterans preference, you must also submit your DD-214, and/or other documentation that you may have. Please submit applications via e-mail to [Nevi.M.Mendoza@usdoj.gov](mailto:Nevi.M.Mendoza@usdoj.gov) or via USPS:

U.S. Department of Justice

U.S. Parole Commission

Attn: Nevi Mendoza, Administrative Assistant

90 K Street N.E. 3rd Floor

Washington, DC 20530

Applications must be postmarked no later than the closing date of this announcement (applications submitted by e-mail must be received by midnight Eastern Standard time on the closing date of this announcement).

This announcement will be advertised for 15 days from December 7, 2016 to December 22, 2016.

Application Deadline:  
Thursday, December 22, 2016  
Number of Positions:  
1

**ID:** 2444

## **ATTORNEY ADVISOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** South (LA, TX, OK, AR)

**Description:** ATTORNEY ADVISOR

SHARE

FEDERAL BUREAU OF PRISONS (BOP)

CENTRAL OFFICE, OFFICE OF GENERAL COUNSEL,

LEGISLATIVE & CORRECTIONAL ISSUES

BRANCH/DSCC

ATTORNEY

346 MARINE FORCES DRIVE

GRAND PRAIRIE, TX 75051

UNITED STATES

About the Office:

The Federal Bureau of Prisons (Bureau) Grand Prairie Office Complex, Grand Prairie, Texas (Complex) consists of the Designation and Sentence Computation Center (DSCC) and the Human Resource Services Center (HRSC).

Job Description:

The Attorney-Advisor, under direction of the Complex Supervisory Attorney-Advisor, provides legal analysis and assistance to the DSCC on correctional law issues related to the Bureau's Residential Drug Abuse Program (RDAP). Duties include, but are not limited to, determining inmates' eligibility for early release based on a review of their current and prior offenses, providing litigation assistance related to individual determinations, and other RDAP related issues. Additionally, the incumbent assesses the need for change in Bureau policies based on trends in inmate grievances, statutes, and case law. The incumbent interprets federal laws, regulations, and Bureau policies, and suggests methods for policy development and serves as a resource person in the areas of RDAP offense reviews and other RDAP program issues. Additional practice areas include institution operations, sentencing issues, designation issues, and review of garnishment orders.

Qualifications:

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. Applicants must also submit to and pass a drug test.

Preferred qualifications: Prior experience, education, and training in correctional law, is highly desired, though not required.

Salary:

Current salary and years of experience will

determine the appropriate salary level. The appropriate salary range, including locality pay adjustments, is GS-13 (\$89,383 to \$116,203); GS-14 (\$105,623 to \$137,313) or GS-15 (\$124,243 to \$160,300).

Travel:

Some travel will be required.

Application Process:

Applicants must submit a cover letter highlighting relevant experience, resume and a writing sample no later than December 19, 2016, to:

U.S. Department of Justice  
Federal Bureau of Prisons  
Office of General Counsel  
Legislative and Correctional Issues Branch  
320 first Street, NW  
Washington, DC 20534  
Attention: Darrin Howard, Associate General Counsel

It is preferred that you submit your application packet via email [d3howard@bop.gov](mailto:d3howard@bop.gov) Email links icon

No telephone calls please. This position is open until filled, but no later December 19, 2016.

Application Deadline:

Monday, December 19, 2016

Relocation Expenses:

Not authorized

Number of Positions:

One

Updated December 5, 2016

\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 19, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [d3howard@bop.gov](mailto:d3howard@bop.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a cover letter highlighting relevant experience, resume and a writing sample no later than December 19, 2016, to:

U.S. Department of Justice  
Federal Bureau of Prisons  
Office of General Counsel  
Legislative and Correctional Issues Branch  
320 first Street, NW  
Washington, DC 20534  
Attention: Darrin Howard, Associate General Counsel

It is preferred that you submit your application packet via email [d3howard@bop.gov](mailto:d3howard@bop.gov) Email links icon

No telephone calls please. This position is open until filled, but no later December 19, 2016.



Application Deadline:  
Monday, December 19, 2016  
Relocation Expenses:  
Not authorized  
Number of Positions:  
One

**ID:** 2453

## **ATTORNEY ADVISOR (ASSOCIATE CHIEF COUNSEL)**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR (ASSOCIATE CHIEF COUNSEL)

SHARE

BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND  
EXPLOSIVES (ATF)

OFFICE OF CHIEF COUNSEL

ATTORNEY

99 NEW YORK AVE, NE

WASHINGTON, DC 20226

UNITED STATES

17-EXC-116-EMH

About the Office:

ATF is a unique law enforcement agency in the United States Department of Justice that protects our communities from acts of terrorism, violent criminals, criminal organizations, the illegal use and trafficking of firearms, the illegal use and storage of explosives, acts of arson, and the illegal diversion of alcohol and tobacco products. We partner with communities, industries, law enforcement, and public safety agencies to safeguard the public we serve through information sharing, training, research, and use of technology.

This position serves as the Associate Chief Counsel (Management) and functions as an expert legal advisor assigned to Chief Counsel, Management Division and handles the most complex legal work within that division. The position will report to the Deputy Chief Counsel in the Office of Chief Counsel (CC), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Department of Justice (DOJ). This position is part of the Chief Counsel's Management team.

Job Description:

Serves as the Associate Chief Counsel (Management) and supervisor for attorneys assigned to the Management Division. Is the senior expert legal advisor and is involved in the most difficult and complex legal issues relating to employment law, employee relations, acquisitions and contract law, appropriations law, and ethics and conflicts of interest laws. Provides legal advice to supervisors, managers and executives throughout the agency in all of these areas. In addition, this attorney also is responsible for oversight of counseling provided for all Bureau offices with regard to complex legal issues under the Civil Service Reform Act of 1978, WPEA, the Civil Rights Act of 1964, as amended, as well as various other EEO statutes applicable to the Federal Government. This position also is required to provide legal advice to management officials in Headquarter

and the Field Division, including the Special Agent in Charge in all the field divisions. This attorney is often required to discuss pending cases with ATF's Director and Deputy Director.

The incumbent and staff provide legal support to ATF's Professional Review Board, Bureau Deciding Official, and to the Office of Professional Responsibility and Security Operations.

Additionally, the attorney is required to perform a full range of supervisory duties including establishing overall office policies, practices, work priorities, and goals directly assigning work to staff and evaluating their performance; coordinating and facilitating the work of the office with higher management levels; making selections for subordinates (subject to internal approval requirements); resolving disciplinary problems and other conflicts raised within the office; monitoring employee training programs, to ensure personnel are trained in their areas of responsibility; evaluating subordinates; and approving performance standards.

**Qualifications:**

To qualify at the GS-15 level, applicants must have at least six years of specialized experience as a practicing attorney (equivalent to the next lower grade level in the Federal service for which the candidates is applying).

Specialized Experience is defined as experience which is in or directly related to the line of work of this position and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of this position.

**Required Specialized Experience includes:**

1. The ability to analyze, interpret, and apply laws, regulations, contracts, agency orders, court decisions, agency and office opinions and other legal documents.
2. Superior research, analytical, writing, and oral communication skills.
3. The capacity to function with substantial independence, to act as a supervisory attorney, including reviewing, editing and providing constructive feedback on the work of staff attorney.

To be creditable applicant experience must include experience in most all, if not, all areas of legal practice of the Management Division, including:

1. Extensive knowledge of employment law and employee relations, including experience providing expert counseling to federal agency supervisors in managing performance, developing proposed disciplinary and adverse actions, and complying with equal\employment opportunity laws.

2. Extensive knowledge relating to acquisitions, procurement and contract law, and appropriations and fiscal law, including expert knowledge of Federal Acquisition Regulations and experience providing authoritative legal and technical advice to contracting officers and other agency officials during all stages of the contracting process, and experience representing federal agencies before administrative bodies in contract disputes.

3. Extensive knowledge and experience providing legal advice relating to ethics laws, federal conflict of interest laws, the Standards of Ethical Conduct for Employees of the Executive Branch and supplemental agency standards, the Hatch Act, the Federal Advisory Committee Act, the Whistleblower Protection Act and the Foreign Gifts and Decorations Act.

Applicants must possess a J.D. degree from an American Bar Association (ABA) accredited law school and be active members in good standing of the bar of any state or territory, or the District of Columbia.

Applicants must meet all qualifications requirements described in this announcement by the closing date.

Salary:

\$128,082.00 to \$160,300.00 / Per Year

Travel:

Occasional Travel

Application Process:

This job is filled through a 3-step on-line application process.

#### STEP ONE - (Online Resume- USAJOBS)

You must create a user account and at least one Federal resume at USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to CareerConnector when you apply online. If you have an existing USAJOBS account, simply login and select the resume you wish to include with your application package for this announcement.

#### STEP TWO - (Vacancy Specific Questions CareerConnector)

In CareerConnector, you will answer vacancy specific questions necessary to evaluate your qualifications for the job to which you are applying. When completed, the information you provided at USAJOBS and the answers to the CareerConnector questions will become your application package.

### STEP THREE - (Supporting Documentation)

You may upload supporting documentation in one of two ways:

1) Once you finish answering the questions in the job announcement, you will be prompted to upload your document(s) to your application package. You will be given the choice to either upload the document as part of the application process, or you can select a document that you've already loaded on USAJOBS, or simply fax supporting documentation, which will provide you the necessary cover sheets for each of your documents so that they will be correctly submitted to the appropriate vacancy announcement. The fax number will be available on the cover sheet.

(2) You can upload a document to an existing application by logging into your USAJOBS account profile. Click on "My Applications" and search for the vacancy. Once you have located the vacancy, click on the vacancy and select "Apply Online". Move through your existing application to the Documents page and select "Upload" in order to add a document to your application. Be certain to review your complete application for confirmation that the document uploaded and click on "Finished" to be returned to USAJOBS.

Your complete online application and any required supplemental documentation (e.g. transcripts, DD-214) must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. It is also your responsibility to ensure all documents are received on time and the materials are readable.

If applying on-line poses a hardship to any applicant, please contact us at the telephone number listed on this announcement. Applicants **MUST CONTACT US PRIOR TO THE CLOSING DATE** to speak to someone who can provide assistance for on-line submission. Requests for extensions will not be granted. Paper applications submitted without prior approval from the agency point of contact may be handled as incomplete.

Application Deadline:  
Tuesday, December 19, 2017  
Relocation Expenses:  
Relocation assistance may be provided  
Number of Positions:  
1  
Updated December 6, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 19, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Other Documents

**Requested Document Notes:** Application Process:  
This job is filled through a 3-step on-line application process.

#### STEP ONE - (Online Resume- USAJOBS)

You must create a user account and at least one Federal resume at USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to CareerConnector when you apply online. If you have an existing USAJOBS account, simply login and select the resume you wish to include with your application package for this announcement.

#### STEP TWO - (Vacancy Specific Questions CareerConnector)

In CareerConnector, you will answer vacancy specific questions necessary to evaluate your qualifications for the job to which you are applying. When completed, the information you provided at USAJOBS and the answers to the CareerConnector questions will become your application package.

#### STEP THREE - (Supporting Documentation)

You may upload supporting documentation in one of two ways:

1) Once you finish answering the questions in the job announcement, you will be prompted to upload your document(s) to your application package. You will be given the choice to either upload the document as part of the application process, or you can select a document that you've already loaded on USAJOBS, or simply fax supporting documentation, which will provide you the necessary cover sheets for each of your documents so that they will be correctly submitted to the appropriate vacancy announcement. The fax number will be available on the cover sheet.

(2) You can upload a document to an existing application by logging into your USAJOBS account profile. Click on "My Applications" and search for the vacancy. Once you have located the vacancy, click on the vacancy and select "Apply Online". Move through your existing application to the Documents page and select "Upload" in order to add a document to your application. Be certain to review your complete application for confirmation that the document uploaded and click on "Finished" to be returned to USAJOBS.

Your complete online application and any required supplemental documentation (e.g. transcripts, DD-



214) must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. It is also your responsibility to ensure all documents are received on time and the materials are readable.

If applying on-line poses a hardship to any applicant, please contact us at the telephone number listed on this announcement. Applicants **MUST CONTACT US PRIOR TO THE CLOSING DATE** to speak to someone who can provide assistance for on-line submission. Requests for extensions will not be granted. Paper applications submitted without prior approval from the agency point of contact may be handled as incomplete.

Application Deadline:  
Tuesday, December 19, 2017  
Relocation Expenses:  
Relocation assistance may be provided  
Number of Positions:  
1

**ID:** 2448

## **AUSA**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southwest (AZ, NM)

**Description:** AUSA

SHARE  
USAO DISTRICT OF ARIZONA  
CRIMINAL SECTION  
ATTORNEY  
40 N. CENTRAL ST. 1200  
PHOENIX, AZ 85004  
UNITED STATES  
17-AZ-1865237-AUSA

About the Office:

Our mission is to enforce the law and defend the interests of the United States, provide Federal leadership in preventing and controlling crime, seek just punishment for those guilty of unlawful behavior, and to administer and enforce the Nation's laws to ensure fair and impartial administration of justice for all Americans. We strive to build a stronger office through recruitment efforts and maintain the high standards of the office by promoting professional development. We seek to build a legacy of excellence.

The United States Attorney's Office (USAO), District of Arizona, is seeking applications from attorneys for an Assistant United States Attorney (AUSA) position in one of the largest USAOs in the nation. The USAO handles cases on behalf of the federal government in the Criminal Divisions. The Criminal Division prosecutes a wide range of federal cases involving organized crime, terrorism, complex securities and fraud cases, immigration offenses, alien smuggling, narcotics, health care fraud, public corruption and violent crimes originating on public lands in in Arizona's federally recognized Indian tribes. The work of the AUSAs in this district mirrors the varied activities of the federal government and offers perhaps the most challenging and diverse case load of any law office, public or private, in the country.

<http://www.justice.gov/usao/district/az>

If you are looking for an exciting and challenging career, this is the position for you! With a diverse and talented workforce of over 100,000 men and women, Justice leads the Nation in ensuring the protection of all Americans while preserving their constitutional freedoms. You can be part of a dedicated team helping to enforce Federal criminal and civil laws that protect life, liberty, and the property of citizens.

This position is located in Phoenix, Arizona.

The District of Arizona has approximately 170 Assistant United States Attorneys (AUSAs) and approximately 140 support staff members. Generally, the majority of the number of AUSAs are divided equally between the Phoenix and Tucson offices and the remaining six are located in the Flagstaff and Yuma offices. Both the Phoenix and Tucson offices are full service offices that handle criminal and civil cases.

For more information on the Department of Justice and the United States Attorney's Offices, visit <http://www.justice.gov/careers/careers.html>.

As needed, additional positions may be filled using this announcement.

**Job Description:**

AUSAs have the opportunity to represent the interests of the United States of America in the United States District Court of Arizona and the United States Court of Appeals for the Ninth Circuit, in performing this important public service, to exercise responsibility that is unparalleled in any other job that a litigator might undertake. AUSAs immediately undertake cases, many high profile, in any of several units within the criminal division.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

**Qualifications:**

The applicant must be able to work well with client agencies, possess superior oral and written communication skills, have strong character and interpersonal skills; have demonstrated the capacity to function, with minimal guidance, in a highly demanding environment.

**Required Qualifications:**

Applicants must possess 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.

United States citizenship is required.

You must meet all qualification requirements upon the closing date of this announcement.

**Salary:**

\$60,681 to \$142,382

**Travel:**

some occasional travel

**Application Process:**

To apply for this position, you must complete the

occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Friday, December 16, 2016 to receive consideration.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

2. Click the Submit My Answers button to submit your application package. (It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date.)

3. Upload a Legal Writing Sample (limited to 15 pages or less) and the Arizona Application Form (found at [http://www.justice.gov/sites/default/files/usao-az/legacy/2014/07/11/AUSA\\_Application\\_NF.pdf](http://www.justice.gov/sites/default/files/usao-az/legacy/2014/07/11/AUSA_Application_NF.pdf))

4. To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

#### Faxing Applications or Supporting Documents:

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s):

1. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascover.pdf> and provide the required information. The Vacancy ID is 1865237

2. Fax your documents to 1-478-757-3144.

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on Friday, December 16, 2016 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).

2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items  
<http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.

3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

Application Deadline:  
Friday, December 16, 2016  
Relocation Expenses:  
No relocation expenses  
Number of Positions:  
one  
Updated December 5, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 16, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Writing Sample, Other Documents

**Requested Document Notes:** Application Process:

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Friday, December 16, 2016 to receive consideration.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

2. Click the Submit My Answers button to submit your application package. (It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date.)

3. Upload a Legal Writing Sample (limited to 15 pages or less) and the Arizona Application Form (found at [http://www.justice.gov/sites/default/files/usao-az/legacy/2014/07/11/AUSA\\_Application\\_NF.pdf](http://www.justice.gov/sites/default/files/usao-az/legacy/2014/07/11/AUSA_Application_NF.pdf))

4. To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

#### Faxing Applications or Supporting Documents:

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s):

1. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascovers.pdf> and provide the required information. The Vacancy ID is 1865237

2. Fax your documents to 1-478-757-3144.

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on Friday, December 16, 2016 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).

2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.



3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

Application Deadline:  
Friday, December 16, 2016  
Relocation Expenses:  
No relocation expenses  
Number of Positions:  
one

**ID:** 2452

## **GENERAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GENERAL ATTORNEY

SHARE

DRUG ENFORCEMENT ADMINISTRATION (DEA)

OFFICE OF CHIEF COUNSEL

ATTORNEY

600 ARMY NAVY DRIVE

ARLINGTON, VA 22202

UNITED STATES

About the Office:

The Office of Attorney Recruitment and Management, U.S. Department of Justice, is seeking an experienced attorney to work in the Drug Enforcement Administration (DEA), Office of Chief Counsel, as a general attorney within the Civil Litigation Section. This section which is located in Arlington, Virginia, provides legal advice and support to DEA management and field offices worldwide.

Job Description:

The attorney will be responsible for providing litigation support in Bivens, Title VII, FTCA, and other civil matters in the Federal Courts involving DEA and its employees. The attorney will also be responsible for representing DEA before the Equal Employment Opportunity Commission (EEOC) and the Merit Systems Protection Board (MSPB), and for providing legal counsel to DEA management in a variety of personnel/employment law and other civil matters.

Qualifications:

Applicants must possess a J.D. degree, be an active member of a bar in good standing (any jurisdiction), and have at least 5 years of post J.D. legal experience. Applicants must also have: 1) excellent academic credentials; 2) strong oral and written communication and advocacy skills; 3) superior legal research and analytical skills; and 4) a demonstrated ability to function with minimal guidance in a highly demanding environment. Applicants must also meet eligibility requirements for a Top Secret security clearance.

Salary:

Current salary and years of experience will determine the appropriate salary within the GS-14 position (\$108,887 - \$141,555) to GS-15 (\$128,082 - \$160,300).

Travel:

Travel Required

Application Process:

Applicants must submit a detailed resume, a cover

letter highlighting relevant experience and a professional legal writing sample to:

Drug Enforcement Administration, Headquarters

Office of Chief Counsel

ATTN: Marcia Tiersky, Civil Litigation Section (CCL)

Associate Chief Counsel

8701 Morrisette Drive  
Springfield, Virginia 22152

Application Deadline:

Wednesday, December 21, 2016

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

1

Updated December 6, 2016

\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities

may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 21, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a detailed resume, a cover letter highlighting relevant experience and a professional legal writing sample to:

Drug Enforcement Administration, Headquarters

Office of Chief Counsel

ATTN: Marcia Tiersky, Civil Litigation Section (CCL)

Associate Chief Counsel

8701 Morrisette Drive  
Springfield, Virginia 22152

Application Deadline:  
Wednesday, December 21, 2016

Relocation Expenses:  
Relocation expenses are not authorized.

Number of Positions:  
1

**ID:** 2446

## **SUPERVISORY ATTORNEY ADVISOR/DEPUTY DIRECTOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** SUPERVISORY ATTORNEY ADVISOR/DEPUTY  
DIRECTOR

### SHARE

OFFICE OF PRIVACY AND CIVIL LIBERTIES (OPCL)  
OFFICE OF PRIVACY AND CIVIL LIBERTIES  
ATTORNEY

1331 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20503  
UNITED STATES

### About the Office:

The Office of Privacy and Civil Liberties (OPCL), United States Department of Justice, is seeking an experienced attorney with supervisory and management skills to serve as Deputy Director, OPCL in Washington, D.C. OPCL is responsible for reviewing and overseeing the Departments privacy operations and ensuring compliance with privacy-related laws and policies, including the Privacy Act of 1974 and the E-Government Act of 2002. The Office also handles privacy and civil liberties issues relating to data collection, aggregation, and management, as well as issues raised by the Department's information sharing, law enforcement, and national security efforts.

### Job Description:

Responsibilities as Deputy Director include supervising OPCL staff attorneys, paralegals, and staff on privacy and civil liberties policy and procedures; performing varied legal work involving the interpretation and application of laws, regulations, and agency practices relating to Federal privacy laws; and participating in working groups including the Information Sharing Environment working group. Specific responsibilities will include researching and analyzing Privacy Act caselaw; reviewing and analyzing legislation related to privacy and civil liberties; and providing agency guidance regarding compliance with Federal privacy laws. The Deputy Director must be proficient in analyzing complex privacy and information sharing issues and producing clear and thorough written work. The successful applicant can expect to carry out administrative and human resources management functions.

### Qualifications:

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least five years or relevant post-J.D. experience.

Applicants must also have demonstrated experience in information sharing issues and supervisory aptitude and experience in a demanding work environment.

Applicants must be able qualify for the highest and most sensitive security clearances.

**Salary:**

The salary range for a GS-0905-15 is 128,082 to 160,300

**Travel:**

Limited travel may be associated with this position.

**Application Process:**

Applicants are required to submit a cover letter (highlighting relevant experience) and a resume. Please reference announcement OPCL ATY-0216 in your cover letter.

Applicants are encouraged to email applications to [Carla.Andrews@usdoj.gov](mailto:Carla.Andrews@usdoj.gov) Email links icon with OPCL ATY-0216 in the subject line. No telephone calls please.

**Application Deadline:**

Monday, December 19, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

One

Updated December 5, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 19, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:  
Applicants are required to submit a cover letter (highlighting relevant experience) and a resume. Please reference announcement OPCL ATY-0216 in your cover letter.

Applicants are encouraged to email applications to [Carla.Andrews@usdoj.gov](mailto:Carla.Andrews@usdoj.gov) Email links icon with OPCL ATY-0216 in the subject line. No telephone calls please.

Application Deadline:  
Monday, December 19, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
One

**ID:** 2454



## **TRIAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE

CIVIL RIGHTS DIVISION (CRT)

SPECIAL LITIGATION SECTION

ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

17-ATT-002

About the Office:

The Civil Rights Division (Division) of the Department of Justice, created by the enactment of the Civil Rights Act of 1957, works to uphold the civil and constitutional rights of all Americans, particularly some of the most vulnerable members of our society. The Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police service, public accommodations and facilities, voting, and federally funded and conducted programs. The Division also has jurisdiction to enforce constitutional prohibitions on certain conduct by law enforcement agencies and public residential institutions, such as health care and correctional facilities.

The Special Litigation Section (Section or SPL) is one of several Sections in the Civil Rights Division. SPL is seeking one or more experienced attorneys for the position of Trial Attorney. The attorney selected for this position will be dedicated to the Section's work pursuant to the Health Care Fraud and Abuse Control ("HCFAC") program, with an emphasis on the Section's matters that seek to enforce compliance with the integration mandate of the Americans with Disabilities Act ("ADA"), as interpreted by the Supreme Court in *Olmstead v. L.C.*, 527 U.S. 581 (1999), by preventing unnecessary segregation of persons with disabilities in institutions such as mental health facilities, nursing facilities and other congregate settings through the provision of community based services. A particular area of focus may be on individuals who needlessly cycle through institutional facilities for individuals with disabilities and the criminal justice system. More specifically, most of the incumbent's work will be devoted to investigating, negotiating, and litigating matters involving the unnecessary segregation or the risk of unnecessary segregation of individuals with disabilities in institutions. Most of the work involves allegations of patterns or practices of unlawful conduct.

Division offices are near metro transportation systems or other public transportation, and are conveniently accessible to restaurants, museums and other D.C. area

attractions. Most jobs in the Division offer alternative work schedules and other family friendly opportunities are available. Most employees who commute by public transportation are provided transit subsidy benefits.

Additional positions may be filled from this vacancy announcement.

**Job Description:**

The incumbent will be responsible for duties such as, but not limited to: (1) personally handling sensitive and/or complex investigations, litigation, and negotiations; (2) working with the Section Chief and management team to develop and establish strategies and priorities for HCFAC and Olmstead enforcement; (3) leading team members to coordinate with other federal agencies to develop strategies for effective and efficient information sharing and case referrals; and (4) conducting outreach. The incumbent will be responsible for screening and developing new matters, conducting comprehensive investigations involving in-person visits, witness interviews, and work with experts, analyzing data, drafting written recommendations including legal analyses, litigating all aspects of the Section's enforcement duties and negotiating, monitoring, and enforcing settlement agreements. Litigation associated with these investigations is typically complex, involving extensive discovery, pretrial motions practice, preliminary injunction hearings, trials, and post judgment enforcement and contempt proceedings.

**Qualifications:**

**Required Qualifications:**

Applicants must possess a J.D. from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction), and possess a minimum of one and a half (1.5) years of post-professional law degree experience. Applicants also must have demonstrated academic achievement; demonstrated substantive knowledge and expertise in the laws, rules and regulations applicable to the work of the section or substantively similar laws, rules, and regulations; demonstrated ability to handle effectively all aspects of difficult cases and materials with minimal supervision, and the ability to delegate responsibility to other staff; demonstrated ability to manage a significant docket, handle several difficult or complex cases and matters at the same time, and meet applicable deadlines; excellent written and oral communication skills; outstanding skill and experience working collaboratively and productively with others; excellent professional judgment; demonstrated initiative; and the ability to excel in a fast-paced, demanding environment, and must have outstanding professional references.

**Preferred Qualifications:**

Given the nature and volume of this work, the Section generally seeks candidates with significant litigation experience. Applicants with one or more of the following qualifications are preferred: (1) civil or criminal trial experience; (2) federal civil or criminal litigation experience; (3) experience with complex investigations;

(4) skill and experience identifying, developing, and implementing outreach efforts or public presentations;  
(5) demonstrated sound professional judgment, including the ability to develop and implement effective advocacy strategies and balance competing priorities;  
and (6) substantive knowledge of Olmstead, Medicaid, and other applicable law. Judicial clerkships, law review, moot court, clinical experience, and skills and experience working cooperatively and productively with a range of people, such as charging parties, witnesses, respondents, disadvantaged or disenfranchised groups, opposing counsel, judicial or administrative officials, advocacy groups, law enforcement personnel, and the staff of other federal or state governmental agencies are also preferred.

**Salary:**

GS 13-15 (\$92,145.00 to \$160,300.00 / Per Year)

**Travel:**

Occasional Travel - Travel may be required 2-4 nights each month as well as holidays and weekends. If a case goes to trial, extensive travel may be required.

**Application Process:**

The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Thursday, December 22, 2016.

To apply for this position, you must provide a complete Application Package, which includes:

1. Cover Letter
2. Résumé
3. A complete Occupational Questionnaire
4. Writing sample of no more than ten pages (a brief or comparable analytic legal exposition that is your work product)
5. Veterans' Preference Documentation, if applicable
6. Sch A documentation, if applicable

To apply for this position, see page at

<http://www.usajobs.gov/GetJob/ViewDetails/458087900>

**Application Deadline:**

Wednesday, December 21, 2016

**Relocation Expenses:**

Not Authorized

**Number of Positions:**

1

Updated December 6, 2016

\* \* \*

**Department Policies**

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 21, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Thursday, December 22, 2016.

To apply for this position, you must provide a complete Application Package, which includes:

1. Cover Letter
2. Résumé
3. A complete Occupational Questionnaire
4. Writing sample of no more than ten pages (a brief or comparable analytic legal exposition that is your work product)
5. Veterans' Preference Documentation, if applicable
6. Sch A documentation, if applicable

To apply for this position, see page at  
<http://www.usajobs.gov/GetJob/ViewDetails/458087900>

Application Deadline:  
Wednesday, December 21, 2016  
Relocation Expenses:  
Not Authorized  
Number of Positions:  
1

**ID: 2447**



## **TRIAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE

OFFICE OF THE SOLICITOR GENERAL (OSG)

ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

About the Office:

The Assistants, together with the Deputy Solicitors General, comprise the legal staff of the Office of the Solicitor General. The Office of the Solicitor General is responsible for conducting and supervising all aspects of Government litigation in the Supreme Court of the United States. Specifically, the Office determines which Federal cases will be taken by the Solicitor General to the Supreme Court, and what position the Federal Government will assume in the Supreme Court litigation, where it has an interest. The Office also acts upon every case in which an adverse decision is rendered in any court against the United States to determine whether an appeal will be undertaken, and also decides whether the United States should file a brief as amicus curiae in any appellate court or intervene in any court.

Job Description:

The incumbent serves as an Assistant to the Solicitor General. Each of the Assistants to the Solicitor General participates in all aspects of the work of the Office; none of them specializes in any particular subject. The work is assigned primarily on the basis of their availability and background knowledge when the particular matter reaches the Office. The Office primarily performs a reviewing function. Drafts of the various documents and papers filed in the U.S. Supreme Court are prepared in the various operating divisions of the Department or by the regulatory agencies. The incumbent reviews and revises these documents, often substantially or completely rewriting them. The Assistants work on briefs on the merits, petitions for writs of certiorari, jurisdictional statements, briefs in opposition, motions to affirm, papers relating to stays, and other forms of motion practice before the U.S. Supreme Court. They also review recommendations as to whether the government should seek U.S. Supreme Court review in cases it has lost, whether the United States should appeal to intermediate appellate courts cases it has lost in the trial courts, whether the United States should pursue rehearing en banc when cases are lost at the appellate level. They prepare memoranda to the Solicitor General containing such recommendations and also memoranda discussing

other legal problems as assigned; draft correspondence; and advise the Solicitor General on different aspects of the work of the Office. The incumbent argues cases before the U.S. Supreme Court—ordinarily two to three times each Supreme Court term.

Qualifications:

1. J.D. degree, active bar membership;
2. Exceptional and strong academic background;
3. Federal appellate clerkship or Supreme Court clerkship strongly encouraged;
4. Significant federal appellate litigation experience;
5. Broad experience in areas of law germane to federal governmental practice;
6. Exceptional writing skills;
7. Strong oral advocacy skills; and
8. Demonstrated ability to work cooperatively with less experienced attorneys, providing guidance and assistance.

Salary:

\$128,082 - \$160,300 (Salary as listed includes locality pay.)

Application Process:

Applicants must submit (via mail or email): 1) a resume or current OF 612 (Optional Application for Federal Employment); 2) a narrative statement addressing the qualifications listed above; 3) a writing sample; 4) law school transcript; and 5) a copy of your most recent performance rating (if applicable). Please submit to the following address or email.

Valerie Hall Yancey  
Executive Officer  
U.S. Department of Justice  
Office of the Solicitor General  
950 Pennsylvania Avenue, NW  
Main, Room 5140  
Washington, D.C. 20530

[OSGRecruit@usdoj.gov](mailto:OSGRecruit@usdoj.gov) Email links icon

THIS POSITION IS SUBJECT TO THE AVAILABILITY OF FUNDS AT THE TIME A HIRING DECISION IS MADE.

Application Deadline:

Monday, December 19, 2016

Relocation Expenses:

Relocation expenses are not provided.

Number of Positions:

2

Updated December 5, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 9, 2016

**Expiration Date:** December 19, 2016

**Contact:** Mr. Richard L. Parker

Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit (via mail or email): 1) a resume or current OF 612 (Optional Application for Federal Employment); 2) a narrative statement addressing the qualifications listed above; 3) a writing sample; 4) law school transcript; and 5) a copy of your most recent performance rating (if applicable). Please submit to the following address or email.

Valerie Hall Yancey  
Executive Officer  
U.S. Department of Justice  
Office of the Solicitor General  
950 Pennsylvania Avenue, NW  
Main, Room 5140  
Washington, D.C. 20530

[OSGRecruit@usdoj.gov](mailto:OSGRecruit@usdoj.gov) Email links icon

THIS POSITION IS SUBJECT TO THE AVAILABILITY  
OF FUNDS AT THE TIME A HIRING DECISION IS  
MADE.

Application Deadline:  
Monday, December 19, 2016  
Relocation Expenses:  
Relocation expenses are not provided.  
Number of Positions:  
2

**ID:** 2451

## **ATTORNEY ADVISOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR

SHARE

UNITED STATES PAROLE COMMISSION (USPC)

OFFICE OF GENERAL COUNSEL

ATTORNEY

90 K STREET N.E. 3RD FLOOR

WASHINGTON, DC 20530

UNITED STATES

About the Office:

The U.S. Parole Commission is a federal agency with paroling authority for Federal and District of Columbia prisoners and parolees. The mission of the U.S. Parole Commission is to promote public safety and strive for justice and fairness in the exercise of its authority to release and revoke offenders under its jurisdiction. The agency is located in the northeast section of Washington, DC.

Job Description:

This position is located in the Office of the General Counsel. The office is responsible for providing interpretation of the agency's enabling statutes, drafting and implementing rules and regulations, and assisting the U.S. Attorney's Offices in defending the USPC against lawsuits brought by prisoners and parolees.

The incumbent's major duties are:

- Preparing detailed litigation reports and drafting responses/motions for assistant U.S. Attorneys.

- Assisting in pretrial discovery, witness identification and preparation, pretrial conferences, depositions, and at trial.

- Performing legal research in highly complex areas.

- Advising Commission members and staff on the application of constitutional statutory, and regulatory law and Commission policy statements.

- Serve as the Ethics Official for the Commission by supporting and advising on all Commission's ethics program.

- Analyzing administrative appeals and making recommendations on the disposition of the appeals.

- Conducting training seminars on the legal aspects of parole and supervised release administration.

-Reviewing and responding to correspondence on legal questions.

This is a full time permanent position.

**Qualifications:**

**Required Qualification:** Applicant must have a J.D. degree, be an active member of the bar (any U.S. jurisdiction), and have at least 3 years post-J.D. legal or other relevant experience.

**Preferred Qualification:** The ideal candidate must demonstrate excellent analytical, legal research, oral and written skills; possess experience in litigation or in the capacity of an attorney advisor in a criminal justice, probation, or parole environment; and strong interpersonal skills.

U.S citizenship required.

**Salary:**

GS-14: \$108,887 - \$141,555

**Travel:**

Local travel (metropolitan area) is required.

Overnight travel less than 10%.

**Application Process:**

Applicants must submit a resume, a cover letter (highlighting relevant background), and a writing sample (15 to 20 pages in length). If you are claiming veterans preference, you must also submit your DD-214, and/or other documentation that you may have. Please submit applications via e-mail to [Nevi.M.Mendoza@usdoj.gov](mailto:Nevi.M.Mendoza@usdoj.gov) or via USPS:

U.S. Department of Justice

U.S. Parole Commission

Attn: Nevi Mendoza, Administrative Assistant

90 K Street N.E. 3rd Floor

Washington, DC 20530

Applications must be postmarked no later than the closing date of this announcement (applications submitted by e-mail must be received by midnight Eastern Standard time on the closing date of this announcement).

This announcement will be advertised for 15 days from December 7, 2016 to December 22, 2016.

**Application Deadline:**

Thursday, December 22, 2016

**Relocation Expenses:**

Relocation will not be authorized.

**Number of Positions:**

1

Updated December 7, 2016

\* \* \*

## Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 7, 2016

**Expiration Date:** December 22, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Nevi.M.Mendoza@usdoj.gov](mailto:Nevi.M.Mendoza@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a resume, a cover letter (highlighting relevant background), and a writing sample (15 to 20 pages in length). If you are claiming veterans preference, you must also submit your DD-214, and/or other documentation that you may have. Please submit applications via e-mail to [Nevi.M.Mendoza@usdoj.gov](mailto:Nevi.M.Mendoza@usdoj.gov) or via USPS:

U.S. Department of Justice

U.S. Parole Commission

Attn: Nevi Mendoza, Administrative Assistant

90 K Street N.E. 3rd Floor

Washington, DC 20530

Applications must be postmarked no later than the closing date of this announcement (applications submitted by e-mail must be received by midnight Eastern Standard time on the closing date of this announcement).

This announcement will be advertised for 15 days from December 7, 2016 to December 22, 2016.

Application Deadline:  
Thursday, December 22, 2016  
Relocation Expenses:  
Relocation will not be authorized.  
Number of Positions:  
1

**ID:** 2445

## General Attorney(Labor)

National Labor Relations Board (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** General Attorney (Labor)  
NATIONAL LABOR RELATIONS BOARD  
Agency Contact Information  
1 vacancy in the following location:

Washington DC, DC

Work Schedule is Full Time - Excepted Service Permanent

Opened Wednesday 12/7/2016

(2 day(s) ago)

Closes Wednesday 12/14/2016

(5 day(s) away)

Salary Range

\$64,650.00 to \$141,555.00 / Per Year

Series & Grade

GS-0905-11/14

Promotion Potential

14

Supervisory Status

No

Who May Apply

All groups of qualified individuals

Control Number

457465500

Job Announcement Number

NL17DE1856576CF

Apply Print Share Save

Job Overview

Job Overview

Summary

Become a part of a prestigious and elite Agency created by Congress in 1935, to administer the National Labor Relations Act, the primary law for relations between unions and employers in the private sector. The National Labor Relations Board (NLRB) is an independent Federal agency that has daily impact on the way America's companies, industries and unions conduct business.

This position is located in the Office of the General Counsel, Division of Advice, which includes both the Regional Advice and Injunction Litigation Branches.

The Regional Advice Branch provides legal guidance to Regional Offices in novel or complex unfair labor practice cases, cases involving the establishment of new policy, and other cases warranting attention by the General Counsel.

The Injunction Litigation Branch oversees the initiation and litigation of proceedings in U.S. district courts for temporary injunctions under Section 10(j) and 10(l) of the National Labor Relations Act and any related contempt proceedings. The Branch also directly handles all appeals to U.S. circuit courts of Section 10(j) and 10(l) cases and related contempt orders.

Who May Apply: All groups of qualified individuals.

**\*\*This vacancy is limited to a certain number of applicants (100 MAXIMUM) and may close before the close date listed here if that limit is reached.\*\***

#### Duties

In the Regional Advice Branch, the incumbent duties will include:

(1) reviewing the Regional Office investigative files, performing in-depth legal research to uncover applicable Court and Board decisions and/or any prior determinations of the General Counsel, as well as pertinent adjudications of other Federal and State administrative agencies, and considering relevant policy considerations, in order to develop recommendations for resolution of the issues submitted by the Regional Offices; (2) attending meetings with Advice managers and/or the General Counsel to orally present the pertinent facts and legal issues of the cases and to recommend appropriate courses of action; (3) drafting Advice Memoranda and other documents outlining the legal and policy rationale for the decision reached; and (4) assisting the Regional Offices in drafting statements of position and briefs specifically requested by the Board in select unfair labor practice cases and preparing guideline memoranda to aid the Regional Offices in dealing with recent developments in the case law.

In the Injunction Litigation Branch, the incumbent duties will include:

(1) analyzing and evaluating requests for injunctive relief under Section 10(j) of the Act, making recommendations as to the propriety of such temporary relief, and preparing legal memoranda requesting Board authorization to initiate injunctive proceedings where appropriate; (2) making recommendations concerning the propriety of taking appeals from adverse decisions of federal district courts in Section 10(j) or 10(l) cases; (3) prosecuting or defending appeals of Section 10(j) and 10(l) district court decisions in federal circuit courts of appeals, including drafting motions, appellate briefs, and presenting oral argument in circuit court; and (4) evaluating and making recommendations regarding the institution of contempt proceedings against respondents allegedly violating injunction orders, preparing memoranda authorizing or denying authorization to proceed in contempt, and handling appeals of contempt orders.

#### Travel Required

Occasional Travel

Occasional travel may be required.

Relocation Authorized

No

Job Requirements

Job Requirements

Key Requirements

Must be a U.S. Citizen.

Relocation expenses will not be paid.

Two year trial period will be required.

Background investigation will be required.

This is a bargaining unit position.

Bar Certification, proof of Good Standing required.

Complete assessment questionnaire.

Qualifications

To qualify for the GS-11 position, applicants must meet the following requirement:

Applicants must meet the EDUCATION REQUIREMENT for the series. This is an entry level position and no professional legal experience is necessary. Applicants must have knowledge of or experience working with labor, employment or administrative laws, or similarly complex federal statutory schemes; and/or knowledge of or experience working with the National Labor Relations Act or other related labor statutes.

To qualify for the GS-12 position, applicants must meet the following requirement:

At least one full year of specialized experience, at the GS-11 grade level or equivalent that has provided applicants with the particular knowledge, skills, and abilities required to successfully perform the duties of a General Attorney (Labor), which include reviewing case files and records; analyzing probable outcomes of assigned cases; studying statutes, decisions, regulations, and ordinances related to labor law to determine ramifications for cases; preparing reports on assigned cases; drafting formal and informal documents, demonstrated skill in using a computer; aiding in the development of timely and practical solutions to labor and employment problems through the application of legal knowledge and use of interpersonal skills; demonstrated analytical and legal research skills and problem solving skills.

To qualify for the GS-13 position, applicants must meet the following requirement:

At least one full year of specialized experience, at the GS-12 grade level or equivalent that has provided applicants with the particular knowledge, skills, and abilities required to successfully perform the duties of a General Attorney (Labor), which include knowledge of the National Labor Relations Act and other statutes that affect the work of the Agency; ability to analyze and recommend proper course action for cases, including the injunction cases; ability to conduct research and analysis of legal and substantive phases of case handling; knowledge of handling appeals to Federal Circuit Courts under the National Labor Relations Act; and ability to write and edit effective legal documents.

To qualify for the GS-14 position, applicants must meet the following requirement:

At least one full year of specialized experience at the GS-13 grade level or equivalent that has provided applicants with the particular knowledge, skills and abilities required to successfully perform the duties of a Senior General Attorney (Labor), which include reviewing, analyzing, and recommending disposition of cases that may pose difficult and important issues and that may require individual expert and/or highly expeditious handling; providing legal advice to management on issues and unfair labor practices under the National Labor Relations Act, knowledge of the National Labor Relations Act and other statutes that affect the work of the Agency; drafting complex decisions for approval by superiors; participating in special research and study projects which serve as a basis for important case decisions, and significant policy, regulation, or procedural changes; superior legal research and writing skills and outstanding communication skills.

**Bar Certification:** In order to be considered for this position, applicants must certify that they are an active member in good standing of the Bar of any state, District of Columbia, Puerto Rico, or any Territorial Court under the US Constitution by Wednesday, December 14, 2016.

**Education:** In order to be considered for this position, you must have successfully completed a full course of study in a school of law

accredited by the American Bar Association (ABA) and have the first professional law degree (LLB or JD).

Using Education to Qualify: Education must be accredited by an accredited institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). You MUST provide transcripts or other documentation to support your educational claims. Applicants can verify accreditation at the following website: <http://ope.ed.gov/accreditation/search.aspx>. All education claimed by applicants will be verified by the appointing agency accordingly. (Note: If you are selected for this position based on education, an official transcript will be required, prior to your first day.)

You must meet all qualification requirements. (Required - if applicable) All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see [www.ed.gov](http://www.ed.gov). All education claimed by applicants will be verified by the appointing agency accordingly.

Special Instructions for Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in accredited U.S. education programs; or full credit has been given for the courses at a U.S. accredited college or university.

For further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Security Clearance  
Public Trust - Background Investigation

Additional Information  
How to Apply  
Required Documents

National Labor Relations Board  
Contact  
Carmelete Fortune  
Phone: (202)273-0054  
Email : CARMELETE.FORTUNE@NLRB.GOV  
Address  
United States Govt National Labor Relations Board  
1015 Half Street SE  
Office of Human Resources  
Washington  
DC

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 7, 2016

**Expiration Date:** December 14, 2016

**Contact:** Carmelete Fortune  
Human Resources Specialist  
1015 Half Street S.E. Third Floor, Washington District of Columbia  
20570

**Resume Receipt:** E-mail

**Default email for resumes.:** [carmelete.fortune@nlrb.gov](mailto:carmelete.fortune@nlrb.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** How to Apply

To apply for this position, you must provide a complete Application Package which includes:

1. Your Resume
2. A complete Assessment Questionnaire
3. Legal writing sample (no more than 10-15 pages, labor or employment topic preferred)
4. Personal Statement (no more than one page) explaining why you would like to work for NLRB's Division of Advice
5. Law School Transcript
6. Proof of Active Bar Certification
7. Other supporting documents:

-Narrative statement addressing competencies (optional but strongly recommended)

-SF-50, Notification of Personnel Action (please do not submit award SF-50s. Your current SF-50 must be able to verify your status, grade, step, and salary)

- Performance Appraisal

It is strongly recommended that you submit a narrative statement addressing the competencies (knowledge, skills, abilities, and other characteristics) set forth above under the "How You Will Be Evaluated" section. The narrative statement should not exceed one (1) page for each competency.

To begin the process, click the Apply Online button at the bottom of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the assessment questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To return to a previously Saved or Incomplete application you may use the following link: <https://applicationmanager.gov/>.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following Vacancy ID 1856576. Fax your documents to 1-478-757-3144.

If you cannot apply online:

1. Click the following link to view and print the assessment questionnaire [View Occupational Questionnaire](#)
2. Print this 1203FX form to provide your response to the assessment

questionnaire [http://www.opm.gov/forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf)  
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. (Your 1203FX will serve as a cover page for your fax transmission.)

#### EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION

The National Labor Relations Board is an equal opportunity employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliations, handicap, age, sexual orientation, or any other non-merit factor. Applicants with disabilities who need reasonable accommodations for any part of the application and hiring process should contact Ms. Sydney Blount, the Agency's Selective Placement Coordinator, by email at [smschedule@nlr.gov](mailto:smschedule@nlr.gov). NLRB offers a wide array of reasonable accommodations and programs for individuals with disabilities. Determinations on reasonable accommodations will be made on a case-by-case basis. (NOTE: for additional information for job seekers with disabilities, please click on the following website: <https://www.opm.gov/disability/PeopleWithDisabilities.asp>)

**ID:** 2442



## Judicial Clerk

West Virginia Supreme Court (Charleston, WV)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Judge-Elect Anita Harold in the 5th Circuit of WV (Roane, Calhoun, Jackson, and Mason counties) is in urgent need of a law clerk. The person who was slated to start at the beginning of her term has taken another position. If interested, please contact Judge Harold directly at 304-927-2531, and follow-up within three days by submitting your resume, cover letter, and writing sample. These can be submitted via email to [ashleyah@ymail.com](mailto:ashleyah@ymail.com). You will also need to complete the Supreme Court's application form on the website.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 6, 2016

**Expiration Date:** December 30, 2016

**Contact:** Ashley Anita Harold  
9th Floor CCE Charleston, West Virginia 25305  
United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [ashleyah@ymail.com](mailto:ashleyah@ymail.com)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** please contact Judge Harold directly at 304-927-2531, and follow-up within three days by submitting your resume, cover letter, and writing sample. These can be submitted via email to [ashleyah@ymail.com](mailto:ashleyah@ymail.com). You will also need to complete the Supreme Court's application form on the website.

**ID:** 2434

## Litigation Attorney

U.S. Department of Labor Office (Arlington Virginia)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** U.S. Department of Labor  
Office of the Regional Solicitor  
December 1, 2016  
20 I 12th Street South  
Suite 401  
Arlington, VA 22202-5450  
Phone: 202-693-9393 Teecopier: 202-693-9392  
TO: Director of Placement Services, Job  
Opportunities, and/or Career Development  
SUBJECT: Recruitment for Litigation Attorney  
Office of the Regional Solicitor  
U.S. Department of Labor Arlington, Virginia  
Dear Sir or Madam:  
We are seeking applications for an anticipated opening in our office, with the expectation that we will be able to hire someone to start within the next month. We are looking for practicing attorneys who are interested in employment as a litigation attorney for the U.S. Department of Labor.  
We would appreciate your assistance in notifying interested candidates of our recruitment effort. We expect to fill the position in the grade range of GS-13/GS-14, with salary dependent upon the level of applicable experience. We are an Equal Opportunity Employer and are committed to a diverse and inclusive workforce. Also, persons claiming any preference under veteran's reemployment laws should identify themselves in their application materials.  
Our office is located in Arlington, Virginia, and we are a branch office of the Regional Solicitor's Office that is located in Philadelphia, Pennsylvania. Attorneys in our office provide assistance to client agencies and represent the Department of Labor in litigating cases that arise in Virginia, West Virginia, Maryland, and the District of Columbia. Our work predominantly consists of civil litigation, with practice in federal district courts and before administrative tribunals. Our cases cover a wide range of statutes enforced by the Department of Labor, including the Fair Labor Standards Act, the Employee Retirement Income Security Act, the Occupational Safety & Health Act, the Federal Mine Safety & Health Act, workers' compensation laws, and various statutes setting minimum wage and benefit payments for work on government contracts. Applicants should note the following:  
--- We are particularly interested in applicants who already have been admitted to the bar, with two or more years of experience in the practice of law.  
--- We place substantial emphasis on recent

litigation experience and/or experience in labor and employment law.

--- We are particularly interested in attorneys with proven skills in persuasive writing and oral advocacy.

--- Anyone selected must be available to start working with us in early January.

Interested applicants should submit the following:

(1) Resume (or similar application for federal employment);

(2) Writing sample that analyzes a specific set of facts in relation to a disputed legal issue;

(3) Documentation of a law degree from an accredited U.S. law school (i.e., copy of a final law school transcript, showing degree conferred);

(4) Documentation of active membership in good standing in a state bar or the District of Columbia; and

(5) The applicant's three most recent supervisory performance appraisals (or a statement as to why the applicant does not have such appraisals).

Applicants' materials may be sent by regular mail to the above address, directed to the attention of Douglas White or by e-mail to [white.douglas@dol.gov](mailto:white.douglas@dol.gov). Application materials must be

submitted by December 8, 2016.

It may not be possible to interview all applicants, and decisions about those applicants who are to be interviewed will be based on the written materials submitted.

Thank you for your assistance and cooperation.

Douglas N. White

Associate Regional Solicitor

United States Department of Labor

Office of the Regional Solicitor

201 12th Street South

Suite 401

Arlington, VA 22202-5450

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 2, 2016

**Expiration Date:** December 8, 2016

**Contact:** Sharon Jellish

MSHA

201 12 th Street South Suite 401 Arlington, Virginia

22202-5450 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Jellish.Sharon@DOL.GOV](mailto:Jellish.Sharon@DOL.GOV)

**Additional Documents:** Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** --- We are particularly interested in attorneys with proven skills in persuasive writing and oral advocacy.

--- Anyone selected must be available to start working with us in early January.

Interested applicants should submit the following:

- (1) Resume (or similar application for federal employment);
- (2) Writing sample that analyzes a specific set of facts in relation to a disputed legal issue;
- (3) Documentation of a law degree from an accredited U.S. law school (i.e., copy of a final law school transcript, showing degree conferred);
- (4) Documentation of active membership in good standing in a state bar or the District of Columbia; and
- (5) The applicant's three most recent supervisory performance appraisals (or a statement as to why the applicant does not have such appraisals).

Applicants' materials may be sent by regular mail to the above address, directed to the attention of Douglas White or by e-mail to [white.douglas@dol.gov](mailto:white.douglas@dol.gov). Application materials must be submitted by December 8, 2016.

It may not be possible to interview all applicants, and decisions about those applicants who are to be interviewed will be based on the written materials submitted.

Thank you for your assistance and cooperation.

**ID: 2429**

## **Mid-Level Associate**

Fletcher, Heald & Hildeth, PLC (Arlington, VA)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** MID-LEVEL ASSOCIATE POSITION  
FLETCHER, HEALD & HILDRETH, PLC, Arlington, Virginia, is seeking a mid-level associate, with 2 – 5 years' experience, who is interested in practicing communications law in the Washington, DC area. We practice primarily before the Federal Communications Commission, but also have an extensive business, intellectual property, appellate and transactional practice. We represent radio and TV stations, high-tech entrepreneurs, wireless providers, wireline telephone companies, satellite services, microwave and power-line internet providers, radio astronomers, and many other companies before the FCC. We also represent clients before the U.S. Copyright Office and Patent and Trademark Office.  
The firm was founded in 1936 and currently has 31 lawyers. Our website is at [www.fhhlaw.com](http://www.fhhlaw.com).  
Candidates must have superior academic credentials, excellent writing skills and the interest and ability to work in a mid-size firm environment. We offer competitive salary opportunities and a full range of benefits. Please submit a resume and cover letter to [evans@fhhlaw.com](mailto:evans@fhhlaw.com).

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 2, 2016

**Expiration Date:** December 20, 2016

**Contact:** Ms. Joan P. George  
Assistant to Hiring Partner  
1300 North 17th Street 11th Floor, Arlington Virginia  
22209

**Resume Receipt:** E-mail

**Default email for resumes.:** [george@fhhlaw.com](mailto:george@fhhlaw.com)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Please submit a resume and cover letter to [evans@fhhlaw.com](mailto:evans@fhhlaw.com).

**ID:** 2431

## **Clinical Fellow For Bronfein Family Law Clinic**

The University of Baltimore School of Law (Baltimore, MD)

**Position Type:** Fellowship

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** CLINICAL FELLOW FOR BRONFEIN FAMILY LAW CLINIC

The University of Baltimore School of Law invites applications for a Fellowship in its Family Law Clinic to start on or around December 1, 2016. This public interest fellowship program offers practicing attorneys exposure to law school clinical teaching.

The Family Law Clinic represents low-income individuals and organizations in domestic violence and family law litigation, legislative advocacy, legal reform and community education. The Clinic handles a wide variety of cases, which include civil protection order, divorce, custody, support, adoption, paternity, Special Immigrant Juvenile Cases and name changes. The Family Law Clinic is dedicated to serving low income clients residing in Baltimore City, and places a special focus on persons subjected to abuse and the LGBTQ community. In the clinic, law students are licensed to practice law under the supervision of faculty and serve as first-chair lawyers on their clients' matters and on community-based projects.

The Fellow's duties include direct supervision of clinic students' client, case, legislative advocacy and community education work, co-teaching a weekly clinic seminar, and engaging in course planning and preparation with the other faculty members in the Family Law Clinic. Fellows also have the opportunity to pursue other professional goals, including scholarship, during the Fellowship. Fellows are responsible for case coverage during school vacations. This position is a contractual appointment for up to two years and can be extended for a third year under certain circumstances.

**Qualifications:** Excellent oral and written communication skills; at least two years of experience as a practicing lawyer preferably in family law litigation; a strong academic record and/or other indicia of high performance ability; commitment to work for low income clients; and a strong interest in law school teaching. Fellows must be members of the Maryland Bar (currently licensed in Maryland or willing to take the next Maryland Bar exam) in order to supervise law practice by students.

**Salary:** The current salary is \$55,000. The position includes full available benefits, including retirement annuities, research support, and travel allowance.

We appreciate your interest in our recruitment. Please contact Prof. Margaret Johnson at

majohnson@ubalt.edu for information on applying for this position.

Margaret E. Johnson  
Professor of Law  
Director, Bronfein Family Law Clinic  
Co-Director, Center on Applied Feminism  
University of Baltimore School of Law  
(t) 410-837-5779  
(f) 410-837-4776  
(e) majohnson@ubalt.edu  
Mailing address: 1420 North Charles St., Baltimore,  
MD 21201  
Street address: 1401 North Charles St., Baltimore,  
MD 21201

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 1, 2016

**Expiration Date:** February 1, 2017

**Contact:** Margaret Johnson  
Professor of Law  
1401 North Charles Street Baltimore, Maryland 21201  
United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [majohnson@ubalt.edu](mailto:majohnson@ubalt.edu)

**ID:** 2343

## **ASSISTANT U.S. ATTORNEY (CIVIL)**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southwest (AZ, NM)

**Description:** ASSISTANT U.S. ATTORNEY (CIVIL)

SHARE  
USAO DISTRICT OF ARIZONA  
PHOENIX, AZ  
ATTORNEY  
40 N. CENTRAL AVE.  
SUITE 1200  
PHOENIX, AZ 85004  
UNITED STATES  
17-AZ-1853967-AUSA

About the Office:

The United States Attorney's Office (USAO), District of Arizona, Phoenix Civil Division is seeking an experienced Civil attorney for an Assistant United States Attorney (AUSA) position in one of the largest USAOs in the nation.

Job Description:

The work of the Civil Division mirrors the varied activities of the federal government and offers a challenging and diverse caseload. Phoenix Civil Division AUSAs handle affirmative and defensive civil cases at both the trial and appellate level. Defensive matters include employment discrimination claims, Bivens suits filed against federal employees, torts brought under the Federal Tort Claims Act, and prisoner litigation, among others. Affirmative cases are similarly diverse, including financial litigation and bankruptcy, the protection of civil rights, property rights and land use, and suits brought under the False Claims Act. Although there can be a degree of specialization amongst the AUSAs in the Division, each attorney handles a wide variety of cases depending on the needs of the office. Given the breadth of caseloads, flexibility and a willingness to learn new subject areas are valued traits for any applicant.

Qualifications:

Applicants must possess a J.D. degree and be an active member of the bar (any jurisdiction); be able to work well with client agencies; possess superior oral and written communication skills; , have strong character and interpersonal skills; and have demonstrated the capacity to function, with minimal guidance, in a highly demanding environment. Additionally, it is desired that the successful candidate have at least 1 year of post J.D. experience in civil practice.

Salary:

\$51,811 to \$121,569

Travel:

Travel throughout Arizona and nationwide may be necessary.



**Application Process:**

Applications must be submitted online through the following link :

<http://www.usajobs.gov/GetJob/ViewDetails/456982400>

The deadline to apply is December 2, 2016. If unable to apply online, the announcement provides instructions on faxing your document in the "How to Apply" tab.

**Application Deadline:**

Friday, December 2, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

1

Updated November 28, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender

Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found

under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2016

**Expiration Date:** December 2, 2016

**Contact:** Mr. Richard L. Parker  
1425 New York Avenue Washington, District of Columbia  
20005 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:  
Applications must be submitted online through the following link :  
<http://www.usajobs.gov/GetJob/ViewDetails/456982400>  
The deadline to apply is December 2, 2016. If unable to apply online, the announcement provides instructions on faxing your document in the "How to Apply" tab.

Application Deadline:  
Friday, December 2, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1

**ID:** 2424

## **ASSISTANT UNITED STATES ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO MIDDLE DISTRICT OF PENNSYLVANIA  
ATTORNEY

235 NORTH WASHINGTON AVENUE  
SCRANTON, PA 18501

UNITED STATES

17-PAM-1852876-AUSA

About the Office:

The United States Attorney's Office for the Middle District of Pennsylvania consists of 33 of Pennsylvania's 67 counties, making it geographically the largest district in the state. The district, which runs from the New York border on the north, to the Maryland border on the south, encompasses approximately 21,907 square miles, or roughly 47% of the land mass of Pennsylvania, with over 3 million people. While much of the district is rural in character, it contains the following major population centers: Harrisburg, the State Capital, Scranton, Wilkes-Barre, Williamsport, York, Lebanon, and State College. The U.S. Attorney's Office has three offices: Scranton, Harrisburg and Williamsport. Within this large, and diverse judicial district, the United States Attorney's Office for the Middle District of Pennsylvania represents the Department of Justice and other federal agencies in all litigation, civil and criminal, conducted within the District in which the United States, or a federal agency, is a party.

Job Description:

The United States Attorney's Office for the Middle District of Pennsylvania is seeking applications from experienced attorneys to fill an Assistant United States Attorney (AUSA) position. AUSAs in the Criminal Division have the opportunity to represent the interests of the United States in the United States District Court for the Middle District of Pennsylvania, and the United States Court of Appeals for the Third Circuit, in a wide variety of complex cases involving drug trafficking, money laundering, firearms and other violent offenses, cyber crimes, public corruption, terrorism, financial fraud, crimes against children, human trafficking, and environmental crimes, among others.

This announcement will be used to fill one immediate position in Williamsport, PA. However, depending on the needs of the office, additional positions may be filled with this announcement.

**Qualifications:**

United States citizenship is required.

Applicants must possess a J.D. degree from an accredited law school, be an active member in good standing of the bar of a State, Territory, or the District of Columbia and have at least three years post-J.D. litigation experience.

Preferred applicants will possess substantial and specialized experience in handling a variety of complex criminal litigation in federal or state court. Preferred applicants will also demonstrate superior oral and written communications skills, possess the ability to work as part of a team, with an emphasis on working well with client agencies. Applicants should demonstrate well developed computer skills, have strong character and interpersonal skills, and demonstrate the capacity to function with minimal guidance in a highly demanding environment.

**Salary:**

\$45,932.00 to \$135,519.00 plus locality pay where authorized.

**Travel:**

Occasional travel for training and for meetings and conferences within and outside the district.

**Application Process:**

Applicants should fill out the Middle District of Pennsylvania's supplemental questionnaire, and attach it to their application, submitted through the USAJobs on-line system, along with a cover letter and resume'. The supplemental questionnaire may be accessed on the Middle District of Pennsylvania's web-site below.

The home page for the U.S. Attorney's Office, Middle District of Pennsylvania, can be found at:

<http://www.justice.gov/usao/districts/pam.html>

Applications must be submitted through the USAJobs on-line application system. Mailed applications will not be accepted.

The USAJobs vacancy announcement is 17-PAM-1852876-AUSA and can be found at:  
[www.usajobs.gov](http://www.usajobs.gov)

Resumes should include a detailed description of employment history, to include dates of employment (month/year).

This announcement will be open starting November 25, 2016 and closing December 16, 2016. Due to the large volume of applications this office receives, we will not confirm receipt of resumes.

Application Deadline:  
Friday, December 16, 2016  
Relocation Expenses:  
Will not be authorized.  
Number of Positions:  
One (1)  
Updated November 28, 2016  
\* \* \*

## Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2016

**Expiration Date:** December 16, 2016

**Contact:** Mr. Richard L. Parker  
1425 New York Avenue Washington, District of  
Columbia 20005 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:  
Applicants should fill out the Middle District of Pennsylvania's supplemental questionnaire, and attach it to their application, submitted through the USAJobs on-line system, along with a cover letter and resume'. The supplemental questionnaire may be accessed on the Middle District of Pennsylvania's web-site below.

The home page for the U.S. Attorney's Office, Middle District of Pennsylvania, can be found at:  
<http://www.justice.gov/usao/districts/pam.html>

Applications must be submitted through the USAJobs on-line application system. Mailed applications will not be accepted.

The USAJobs vacancy announcement is 17-PAM-1852876-AUSA and can be found at:  
[www.usajobs.gov](http://www.usajobs.gov)

Resumes should include a detailed description of employment history, to include dates of employment (month/year).

This announcement will be open starting November 25, 2016 and closing December 16, 2016. Due to the large volume of applications this office receives, we will not confirm receipt of resumes.

**ID:** 2423



## **Attorney**

Public Defender Corporation for the 9th Judicial Circuit (Princeton, WV)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** The Public Defender Corporation 9th Judicial Circuit has an attorney opening available on January 3, 2017. Public Defenders represent indigent clients in various proceedings in Mercer County. We offer a competitive salary and benefits.

Please submit your resume, including salary req. & WV Bar No. Mail to: 1460 E. Main Street, Box 4 Princeton, WV 24740, or fax to (304) 425-7189.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2016

**Expiration Date:** January 3, 2017

**Contact:** Ms. M. Denise Campbell  
Office Manager  
1460 East Main Street Box 4 Law Building, 3rd Floor  
Princeton West Virginia

**Resume Receipt:** E-mail

**Default email for resumes.:** [denise@pdc9.org](mailto:denise@pdc9.org)

**Additional Documents:** Other Documents

**Requested Document Notes:** Please submit your resume, including salary req. & WV Bar No. Mail to: 1460 E. Main Street, Box 4 Princeton, WV 24740, or fax to (304) 425-7189.

**ID:** 2420

## **ATTORNEY ADVISOR**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR

SHARE  
PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE  
(PRAO)  
ATTORNEY  
1425 NEW YORK AVENUE, NW  
SUITE 12000  
WASHINGTON, DC 20530  
UNITED STATES

About the Office:

The mission of the Professional Responsibility Office (PRAO) is to ensure that Department of Justice (Department) attorneys perform their duties in accordance with the high professional standards expected of the Nation's principal law enforcement agency. PRAO, which reports directly to the Deputy Attorney General, provides professional responsibility advice to Senior Management Officials, Department attorneys and Assistant United States Attorneys worldwide on how to carry out their duties in compliance with the applicable rules of professional conduct. PRAO conducts professional responsibility training for Department attorneys throughout the country, at the Department's National Advocacy Center and hosts a monthly program on the Justice Television Network. In addition, PRAO identifies trends and changes in professional responsibility jurisprudence and provides recommendations to the Deputy Attorney General's Office on changes in policies or procedures consistent with those new developments. PRAO provides litigation assistance to Department components and offices in defending attorneys who have been accused of engaging in professional misconduct. PRAO also serves as the Department's liaison with state and national bar organizations.

PRAO is a small, collegial, dedicated and service-driven organization for the entire Department. Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

The incumbent will:

advise Senior Management Officials, Department attorneys and Assistant United States Attorneys about professional responsibility issues arising in their cases, investigations and other work for the

Department, including advising on high-profile, sensitive and national security matters.

research and draft opinions regarding the application of the rules of professional conduct to the work of Department attorneys.

provide litigation assistance to Department components and offices in defending Department attorneys who have been accused of engaging in misconduct.

develop and present professional responsibility training nation-wide including on the Justice Television Network, leveraging latest technologies.

participate in PRAO's outreach to bar organizations, bar counsel and the professional responsibility community.

**Qualifications:**

Applicants must possess a J.D. degree from a law school accredited by the American Bar Association, have at least 5 years of relevant post-J.D. experience, and be an active member of the bar in good standing of a state, U.S. territory, the District of Columbia, or the Commonwealth of Puerto Rico. Applicants are responsible for citing J.D. and bar membership information (institution name, state(s) of admission and date (s)) on their respective resumes.

**Preferred Qualifications:**

We welcome candidates with state or federal prosecutorial or other litigation experience. The ideal candidate will possess exceptional writing and oral communication skills and working knowledge of the rules of professional conduct.

**Salary:**

GS-14 or GS-15 (\$108,887 - \$160,300)

**Travel:**

Travel required several times a year for training and sometimes for attendance at professional responsibility conference.

**Application Process:**

Interested candidates should forward a cover letter (highlighting relevant experience), a resume and writing sample demonstrating your ability to analyze and expound on complicated, nuanced legal issues to:

Ms. Maria Henry  
U.S. Department of Justice

Professional Responsibility Advisory Office  
1425 New York Ave., NW.  
Suite 12000  
Washington, D.C. 20530

No telephone calls please.

Application Deadline:  
Friday, December 16, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1  
Updated November 28, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and

referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2016

**Expiration Date:** December 16, 2016

**Contact:** Mr. Richard L. Parker  
1425 New York Avenue Washington, District of  
Columbia 20005 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Interested candidates should forward a cover letter (highlighting relevant experience), a resume and writing sample demonstrating your ability to analyze and expound on complicated, nuanced legal issues to:

Ms. Maria Henry  
U.S. Department of Justice  
Professional Responsibility Advisory Office  
1425 New York Ave., NW.  
Suite 12000  
Washington, D.C. 20530

No telephone calls please.

Application Deadline:  
Friday, December 16, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1

**ID:** 2422

## **Civil Rights Investigator**

Ohio University (Athens, Ohio)

**Position Type:** Full-time

**Practice Area(s):** Civil Rights

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Ohio University  
Civil Rights Investigator  
University Equity and Civil Rights Compliance

The Civil Rights Investigator is responsible for conducting timely, objective, and thorough investigations of alleged discrimination, harassment, and other claims filed with OHIO's Office of University Equity and Civil Rights Compliance, including Title IX claims alleging sexual misconduct.

**Minimum Quals:** Bachelor's degree with 3 years' experience conducting investigations involving discrimination/harassment claims.

**Preferred Quals:** Experience working in a college or university setting. Experience investigating claims of sexual misconduct. J.D. or graduate degree in legal studies, human resources, social work, higher education, student affairs, or other related field.

**Deadline:** January 4, 2017.

Accepting online applications only.  
For complete position description and to apply, go to:  
<http://www.ohiouniversityjobs.com/postings/21196>

Ohio University is an equal access/equal opportunity employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2016

**Expiration Date:** January 4, 2017

**Salary Range:** 40,000 - 49,999

**Contact:** Ms. Sara Trower  
Executive Director  
79 S. Court St. Lindley Hall 006 Athens, Ohio 45701  
United States  
<http://www.ohio.edu>

**Resume Receipt:** Other (see below)

**How To Apply:** Accepting online applications only.  
For complete position description and to apply, go to:  
<http://www.ohiouniversityjobs.com/postings/21196>

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Resume  
List of references with current contact information

**ID:** 2419



## **GENERAL ATTORNEY**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GENERAL ATTORNEY

SHARE

DRUG ENFORCEMENT ADMINISTRATION (DEA)  
OFFICE OF CHIEF COUNSEL, ADMINISTRATIVE  
GENERAL LAW SECTION (ETHICS)  
ATTORNEY

ARLINGTON, VA 22202

UNITED STATES

About the Office:

The Office of Chief Counsel provides legal services and guidance to all components of the Drug Enforcement Administration (DEA) in matters that arise in the conduct of DEA missions to enforce the controlled substances laws and regulations of the United States. The office provides legal support to the DEA by analyzing the legal implications involved in policy decisions; advising and training DEA personnel worldwide on criminal, civil, and regulatory legal issues; reviewing pertinent proposed legislation and regulations affecting DEA operations; and representing DEA in civil and administrative litigation.

Job Description:

Incumbent will provide support to DEA's ethics program in an organization comprising of approximately 10,000 employees worldwide. Incumbent will be responsible for reviewing and certifying financial disclosure reports; providing training relating to the Criminal Conflict of Interest Statutes (18 U.S.C. § 201 et. seq.), the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R., Part 2635), the General Services Administration (GSA) travel regulations (41 C.F.R. Part 304-1), Combined Federal Campaign (CFC) regulations (5 C.F.R. Part 950), the Department of Justice (DOJ) supplemental regulations (5 C.F.R., Part 3801), and the DEA Standards of Conduct; and provide oral and written counseling relating to the above authorities, particularly in the areas of gifts, fundraising, misuse of position, interacting with private organizations, outside employment, and post-employment. The incumbent will also support the Administrative General Law Section, on as needed basis, in a variety of areas, including contracting, fiscal law, information law, employment law, and other general law matters.

Qualifications:

Applicants must possess a J.D. degree, be an active member of a bar in good standing (any jurisdiction), and have at least 5 years of post J.D. legal

experience. Applicants must also have 1) exceptional critical thinking skills; 2) strong oral and written communication skills; 3) superior legal research and analytical skills; 4) strong familiarity with the criminal conflict laws, ethics, CFC and GSA travel regulations, and Office of Government Ethics legal advisories; and 5) a demonstrated ability to function with minimal guidance in a highly demanding environment. Contracting or Fiscal law experience is desirable. Applicants must also meet eligibility requirements for a Top Secret security clearance.

Salary:

GS-14 position (\$108,887 - \$141,555) to GS-15 (\$128,082 - \$160,300)

Travel:

Occasional Travel

Application Process:

Applicants must submit a detailed resume, a cover letter highlighting relevant experience and a professional legal writing sample to:

Drug Enforcement Administration (Headquarters)

Office of Chief Counsel

ATTN: Bettie E. Goldman

Deputy Chief Counsel

8701 Morrisette Drive

Springfield, VA 22152-1080

No phone calls, please.

Application Deadline:

Saturday, December 31, 2016

Relocation Expenses:

Relocation expenses are not authorized

Number of Positions:

One

Updated November 28, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2016

**Expiration Date:** December 31, 2016

**Contact:** Mr. Richard L. Parker  
1425 New York Avenue Washington, District of  
Columbia 20005 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:  
Applicants must submit a detailed resume, a cover letter highlighting relevant experience and a professional legal writing sample to:

Drug Enforcement Administration (Headquarters)

Office of Chief Counsel

ATTN: Bettie E. Goldman

Deputy Chief Counsel

8701 Morrisette Drive

Springfield, VA 22152-1080

No phone calls, please.

Application Deadline:

Saturday, December 31, 2016

Relocation Expenses:

Relocation expenses are not authorized

Number of Positions:

One

**ID:** 2425

## **UNCOMPENSATED SPECIAL ASSISTANT UNITED STATES ATTORNEY (CRIMINAL DIVISION)**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** UNCOMPENSATED SPECIAL ASSISTANT UNITED STATES ATTORNEY (CRIMINAL DIVISION)

SHARE  
USAO WESTERN DISTRICT OF VIRGINIA  
UNITED STATES ATTORNEY'S OFFICE - WESTERN  
DISTRICT OF VIRGINIA  
ATTORNEY  
255 WEST MAIN STREET, ROOM 130  
CHARLOTTESVILLE, VA 22902  
UNITED STATES  
17-WDVA-SAUSA-02

**About the Office:**

The United States Attorney's Office, Western District of Virginia, covers 52 of the state's counties and employs approximately 25 Assistant United States Attorneys over four staffed offices. The main office is located in Roanoke, Virginia, with branch offices in Abingdon, Charlottesville and Harrisonburg. The United States Attorney's Office prosecutes federal criminal offenses and represents the U.S. government's interest in civil cases both affirmatively and defensively.

The Criminal Division investigates and prosecutes federal cases arising from a wide array of criminal activity. The typical criminal caseload for an attorney may involve major drug cases, gang-related violent crimes, other crimes of violence, computer crimes including child pornography, and sophisticated white collar offenses.

More information on the Office can be found at:  
<http://www.justice.gov/usao/vaw/>

**Job Description:**

The Office of the United States Attorney for the Western District of Virginia is seeking applications from attorneys who are willing to accept an unpaid, temporary, position that offers a valuable opportunity to gain exposure to the federal judicial system and obtain litigation experience. Successful applicants will serve as a Special Assistant U.S. Attorney (SAUSA) with responsibilities that include researching legal issues, drafting briefs, conducting hearings and trials, and attending judicial proceedings.

SAUSA positions in the United States Attorney's Office for the Western District of Virginia require a minimum service commitment of one year.

Currently, applications are being considered for one position in the Charlottesville, VA office.

Please note that a SAUSA will not be hired as a compensated Assistant U.S. Attorney at the conclusion of the one year term. After completion of the term a SAUSA may apply for compensated AUSA vacancies through the normal recruitment and hiring process.

**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.

Only applicants with outstanding academic records and superior legal research and writing skills will be considered. Any applicant invited for an interview will be required to submit a writing sample.

Applicants must be United States Citizens.

Note: Employees of the Department of Justice, including uncompensated Special Assistant United States Attorneys, may not engage in the compensated practice of law outside of the office. Attorneys are not eligible to serve as Special Assistant United States Attorneys if they have had an employment offer deferred by a law firm and receive a payment for the period of their deferral with the expectation of future employment with the law firm, or if they 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 United States Attorneys. 5 CFR 3801.106, Outside Employment, generally prohibits Department attorneys from engaging in the compensated outside practice of law, with the exception of law professors. Attorneys in this category are employed to teach law, and are not otherwise engaged in the compensated outside practice of law.

Following appointment, Special Assistant United States Attorneys generally must reside in the district to which they are appointed or within 25 miles thereof. See U.S.C. § 545 for district-specific information.

United States citizenship is required.

**Salary:**

This is a one-year appointment without compensation.

**Travel:**

Travel, both within and outside the District, may be required depending on the needs of a particular

case. On average, 1 to 5 days a month is typical.

**Application Process:**

Interested applicants should send a resume and cover letter to:

United States Attorney's Office - WDVA

ATTN: Personnel / Admin

P.O. Box 1709 Roanoke, VA 24008

Or by email to: [usavaw.personnel@usdoj.gov](mailto:usavaw.personnel@usdoj.gov) Email links icon.

Applications should be received by close of business, Wednesday, December 13th, 2016.

No telephone calls please.

**Application Deadline:**

Tuesday, December 13, 2016

**Relocation Expenses:**

Relocation expenses will not be paid.

**Number of Positions:**

One

Updated November 29, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive



appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2016

**Expiration Date:** December 13, 2016

**Contact:** Mr. Richard L. Parker  
1425 New York Avenue Washington, District of  
Columbia 20005 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [usavaw.personnel@usdoj.gov](mailto:usavaw.personnel@usdoj.gov)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process:  
Interested applicants should send a resume and  
cover letter to:  
United States Attorney's Office - WDVA

ATTN: Personnel / Admin  
P.O. Box 1709 Roanoke, VA 24008  
Or by email to: [usavaw.personnel@usdoj.gov](mailto:usavaw.personnel@usdoj.gov) Email  
links icon.

Applications should be received by close of business,  
Wednesday, December 13th, 2016.  
No telephone calls please.

**ID:** 2421

## **Attorney**

### Legal Aid of West Virginia

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Logan Attorney Position

Immediate opening for a skilled, motivated Attorney with Legal Aid of West Virginia's Logan office. Highly rewarding work with great benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to improve your community and your quality of life at the same time. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Wednesday, December 14, 2016. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 29, 2016

**Expiration Date:** December 14, 2016

**Contact:** Ms. Kerry LeMasters  
Administrative Director  
Administrative Director Legal Aid 922 Quarrier Street  
Charleston, West Virginia 25301 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [jobs@lawv.net](mailto:jobs@lawv.net)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Wednesday, December 14, 2016. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

**ID:** 2418

## Fellowship in Environmental Law and Policy

UCLA School of Law (California )

**Position Type:** Fellowship

**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)

**Description:** UCLA School of Law's Emmett/Frankel Fellowship in Environmental Law and Policy

UCLA School of Law's Emmett Institute on Climate Change and the Environment is now accepting applications for the UCLA Emmett/Frankel Fellowship in Environmental Law and Policy for the academic years 2017-2019. This fellowship is a full-time, two-year faculty position beginning in July 1, 2017. The position involves research and writing in the law and policy of climate change and the environment, teaching, and assisting with Institute projects such as conferences and workshops.

The Emmett Institute on Climate Change and the Environment is dedicated to creating and advancing legal and policy solutions to climate change and other environmental challenges, and to training the next generation of leaders to address these issues. The program fosters informed debate and analysis to educate the public, policymakers, business leaders, and others on critical environmental issues.

The Fellow will work on issues relating to environmental law and policy, including climate change, and will generate policy-oriented publications and other products for the Institute, in collaboration with UCLA Law faculty. The Fellow will also assist the Institute's Executive Directors with projects relating to the Institute's work, including organizing conferences, workshops, public education and outreach efforts, and other events. In addition to these responsibilities, which will continue year-round, the Fellow will take on teaching responsibilities in topics related to environmental law and policy.

Candidates should possess a J.D. or other advanced degree in fields closely related to environmental law and policy, earned within the past several years or expected in the spring of 2017; a strong academic record; excellent analytical and writing skills; and demonstrated interest and background in environmental law and policy. Previous experience in law practice or clinical instruction is helpful but not necessary. Candidates with scientific, technical, or economic skills related to public policy analysis are especially encouraged to apply. The salary is anticipated to be approximately \$68,900 per year plus a competitive benefits package. UCLA School of Law has a special interest in enriching its intellectual environment through further diversifying the range of perspectives represented within the faculty.

Applicants should apply online at <https://recruit.apo.ucla.edu/apply/JPF02701>. Please submit a letter discussing qualifications and interests, a resume, a transcript of studies in law school or graduate

school, a writing sample of no more than ten pages, and contact information for three references.

To ensure full consideration, applications should be received by Wednesday, January 11, 2017 but will be considered thereafter until the position is filled.

Visit our website at [www.law.ucla.edu/emmett](http://www.law.ucla.edu/emmett) for more information about our program.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination & Affirmative Action Policy (<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 29, 2016

**Expiration Date:** January 11, 2017

**Contact:** Cara Horowitz  
Co-Executive Director  
385 Charles E. Young Drive East 1242 Law Building, Los Angeles California 90095

**Resume Receipt:** E-mail

**Default email for resumes.:** [horowitz@law.ucla.edu](mailto:horowitz@law.ucla.edu)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Applicants should apply online at <https://recruit.apo.ucla.edu/apply/JPF02701>. Please submit a letter discussing qualifications and interests, a resume, a transcript of studies in law school or graduate school, a writing sample of no more than ten pages, and contact information for three references.

To ensure full consideration, applications should be received by Wednesday, January 11, 2017 but will be considered thereafter until the position is filled.

**ID:** 2417

## **Appellate Law Clerk**

Supreme Court of the Virgin Islands

**Position Type:** Full-time

**Geographic Preference:** Unknown

**Description:** Supreme Court of the Virgin Islands

RHYS S. HODGE

CHIEF JUSTICE

P.O. BOX 590

CHARLOTTE AMALIE, ST. THOMAS

VIRGIN ISLANDS 00804

JOB ANNOUNCEMENT FOR APPELLATE LAW CLERK

The Supreme Court of the Virgin Islands, which is comprised of a Chief Justice and two Associate Justices, is the highest court in the territory of the United States Virgin Islands. The Supreme Court hears appeals from the Superior Court, a trial level court, as there is no intermediate court of appeals in the Virgin Islands. Each of the three Justices is appointed by the Governor and confirmed by the Legislature for a ten-year term. Review of Supreme Court decisions is heard by writ of certiorari, if granted by the United States Supreme Court.

The position available is that of appellate law clerk to the Chief Justice of the Virgin Islands Supreme Court, which is expected to become available on or about January 1, 2017. This is professional legal work, the duties of which include the performance of legal research and the drafting and editing of bench memoranda, opinions, and orders concerning the cases before the appellate panel. Work is performed under the general supervision of the Chief Justice and is reviewed through conferences and submitted work.

The essential functions of the position include but are not limited to the following:

Review, study, and research laws, court decisions, documents, opinions, briefs, and related legal authorities.

Prepare legal memoranda, opinions and judgments for review by the Chief Justice, including making appropriate suggestions or recommendations to the justice.

Compile references on laws and decisions necessary for legal determinations.

Confer with the Chief Justice concerning legal questions, construction of documents and granting of orders.

Attend court sessions to hear oral arguments and record necessary case information; maintain notes attendant to court proceedings.

Other duties as assigned or required.

The applicant should possess the following knowledge, abilities and skills:

Job Posting for Appellate Law Clerk

Page 2 of 2

Knowledge of general law, territorial code, established precedent, and sources of legal reference.

Knowledge of court practices and procedures.  
Knowledge of legal terminology and concepts.  
Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.  
Ability to research complex legal problems or questions and apply legal principles.  
Ability to represent the Court in a respectful manner.  
Ability to establish and maintain an effective working relationship with others.  
Skill in the operation of a personal computer with word processing and legal research software.  
Work is performed primarily in an office setting or a courtroom, and is essentially sedentary with occasional walking, standing, bending, and transferring items less than 25 pounds such as papers and files. Position may require periods of extended sitting or computer use. Applicant must be a graduate of an accredited law school. The employment term is for 1 year, with the option of an additional year at the Chief Justice's discretion. The salary is \$66,940/annum.

**HOW TO APPLY**

Required application materials consist of a cover letter, resume, law school transcript, and at least one writing sample. Two letters of recommendation from law school faculty and one letter of recommendation from one's most recent employer are strongly preferred.

Applications may be submitted by postal mail only to the following address:

Honorable Rhys S. Hodge, Chief Justice  
Supreme Court of the Virgin Islands  
P.O. Box 590

St. Thomas, V.I. 00804

Applications will be reviewed on a rolling basis until the position is filled. For best consideration, please submit your materials on or before December 1, 2016.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 21, 2016

**Expiration Date:** February 1, 2017

**Contact:** Anthony Ciolli

Special Assistant to the Chief Justice  
P.O. BOX 590 CHARLOTTE AMALIE ST. THOMAS  
VIRGIN ISLANDS 00804, CHARLOTTE AMALIE ST.  
THOMAS Current\_State

**Resume Receipt:** E-mail

**Default email for resumes.:** [Anthony.Ciolli@visupremecourt.org](mailto:Anthony.Ciolli@visupremecourt.org)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** HOW TO APPLY

Required application materials consist of a cover letter, resume, law school transcript, and at least one writing sample. Two letters of recommendation from law school faculty and one letter of recommendation from one's most recent employer are strongly preferred.

Applications may be submitted by postal mail only to

the following address:

Honorable Rhys S. Hodge, Chief Justice

Supreme Court of the Virgin Islands

P.O. Box 590

St. Thomas, V.I. 00804

Applications will be reviewed on a rolling basis until the position is filled. For best consideration, please submit your materials on or before December 1, 2016.

**ID:** 2410



## **Trial Attorney, Civil Litigation**

Office of the Attorney General for the District of Columbia  
(Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NO: #17-012  
POSITION TITLE:  
TRIAL ATTORNEY (Civil Litigation)  
POSITION GRADE & SERIES: LS-12/3 to 14/4  
SALARY RANGE: \$85,134 – \$123,375  
Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.  
OPENING DATE: November 18, 2016  
CLOSING DATE: December 9, 2016  
DURATION OF APPOINTMENT: Permanent  
AREA OF CONSIDERATION: Open to the Public  
WORKSITE LOCATION:  
Office of the Attorney General  
for the District of Columbia  
Civil Litigation Division, Section II  
441 4th Street NW  
Washington, DC 20001  
NO. OF VACANCIES: One (1)  
This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.  
DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks an experienced general litigation trial attorney for Section II of its Civil Litigation Division. The Civil Litigation Division defends the District of Columbia in civil lawsuits filed in the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia in which plaintiffs seek money damages and/or individual injunctive relief. The incumbent will defend claims for employment discrimination arising under local or federal law (e.g., sexual harassment and/or discrimination based upon race, gender, or sexual orientation under the D.C. Human Rights Act, the D.C. Whistleblower Protection Act, Title VII, the Americans with Disabilities Act, Age Discrimination in Employment Act, etc.). The incumbent will also defend civil rights claims brought under 42 U.S.C. Section 1983, including claims for alleged police misconduct involving illegal searches and seizures, excessive force, assault and battery and false arrest, and general negligence claims in the areas of personal injury (automobile, police false arrest, assault and battery, slip and falls, inmate claims and medical malpractice).  
The successful candidate will defend the District of Columbia and its executive level agencies, officials,

and employees acting within the scope of their employment. The successful candidate will have an individual caseload of approximately twenty-five active civil cases and may work on various litigation teams. The incumbent will file pleadings, conduct and respond to written discovery, conduct and defend depositions, file and respond to procedural and dispositive motions, negotiate settlements, and conduct trials and contested hearings. There is substantial contact with client agencies and individual clients. The position requires at least three years of civil litigation experience. Prior civil litigation experience must include trials or evidentiary hearings, motions and discovery practice, taking and defending depositions, and a thorough knowledge of the Federal Rules of Civil Procedure.

**QUALIFICATIONS:** Candidates must have a minimum of three years' civil litigation experience, including civil jury trial experience. The successful candidate must have excellent research and writing skills, extensive experience in conducting discovery, including expert discovery, and all aspects of pretrial civil practice, and civil jury trial experience. The candidate must also have significant employment law experience. The candidate must be able to handle multiple deadlines in a fast-paced environment, and be a self-starter. Prior judicial clerkship experience is highly desirable but not required.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if

selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 21, 2016

**Expiration Date:** December 9, 2016

**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington,  
District of Columbia 20001 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Arlyntha.Love@dc.gov](mailto:Arlyntha.Love@dc.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing

sample to OAG.RecruitmentAttorney@dc.gov by  
11:59pm of the closing date indicated above,  
addressed to Arlyntha Love (202-724-7716), Office  
of the Attorney General for the District of Columbia,  
441 4th Street NW, Washington, DC 20001.

**ID:** 2411

## **Assistant U.S. Attorney**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Pacific Northwest (WA, OR, ID)

**Description:** Assistant U.S. Attorney

SHARE  
USAO DISTRICT OF IDAHO  
BOISE, IDAHO  
ATTORNEY  
800 PARK BLV., STE. 600  
BOISE, ID 83712  
UNITED STATES  
17-ID-AUSA-01

**About the Office:**

The United States Attorney's Office represents the United States in criminal and civil actions in federal district court throughout the state of Idaho. It has offices in Boise, Pocatello, and Coeur d'Alene. The Criminal Division has 19 attorneys. The Civil Division has six attorneys and is only based in Boise.

This vacancy for an Assistant United States Attorney is located in the main office in Boise, Idaho. Boise is located in the Treasure Valley in southwestern Idaho, in which 40 percent of Idaho's population resides.

**Job Description:**

The District has an opening for an Assistant United States Attorney (AUSA) in the Criminal Division. The position is a general criminal litigation position. Accordingly, the individual selected will be responsible for handling a heavy criminal caseload involving a wide variety of federal criminal offenses.

**Qualifications:**

Applicants must possess a Juris Doctor (J.D.) degree, be an active member of the bar (any U.S. jurisdiction), and have at least two years post J.D. legal or other relevant experience. Ideally, an applicant will have: a record of academic excellence, demonstrated commitment to public service, experience as a federal or state law clerk, three to five years of experience as a criminal prosecutor in state and/or federal court, and a strong desire to practice in Idaho. Also, an applicant should have broad experience planning and executing case strategy in a variety of cases including violent crime, firearms, narcotics, etc. In addition, the ideal applicant will demonstrate superior written and oral communications skills, superior research skills, and a demonstrated ability to work well with others, including support staff, peers, and supervisors. United States citizenship is required.

**Salary:**

The range of basic pay is \$51,811 to \$135,519 plus locality pay where authorized (locality pay in Boise, Idaho, is currently 14.35%). Pay is administratively determined based, in part, on the number years of professional attorney experience.

**Travel:**

Travel is required both within and outside the District of Idaho.

**Application Process:**

Interested persons should send an original, signed cover letter; detailed resume; writing sample (ideally, edited solely by the applicant and 7-12 pages in length, with substantive legal analysis), and two references who may be called at any time during the hiring process. The signed cover letter should state why the applicant wants to work in the District of Idaho. Applications must be received by November 22, 2016.

Please send your resume to:

Wendy J. Olson, United States Attorney  
Attn: Becky Early  
United States Attorney's Office  
District of Idaho  
800 Park Blvd., Ste. 600  
Boise, ID 83712

No telephone calls please.

**Application Deadline:**

Tuesday, November 22, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

1 Position. However, depending on the needs of the office, additional positions may be filled using this announcement.

Updated November 7, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 17, 2016

**Expiration Date:** November 22, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Application Process:  
Interested persons should send an original, signed cover letter; detailed resume; writing sample (ideally, edited solely by the applicant and 7-12 pages in length, with substantive legal analysis), and two references who may be called at any time during the hiring process. The signed cover letter should state why the applicant wants to work in the District of Idaho. Applications must be received by November 22, 2016.

Please send your resume to:



Wendy J. Olson, United States Attorney  
Attn: Becky Early  
United States Attorney's Office  
District of Idaho  
800 Park Blvd., Ste. 600  
Boise, ID 83712

No telephone calls please.

Application Deadline:  
Tuesday, November 22, 2016  
Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1 Position. However, depending on the needs of the  
office, additional positions may be filled using this  
announcement.

**ID:** 2401

## **Attorney Advisor (Procurement)**

Office of the Attorney General for the District of Columbia  
(Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NO: #17-010  
POSITION TITLE:  
ATTORNEY-ADVISOR (Procurement)  
POSITION GRADE & SERIES: LS-905-13/1 to 15/4  
SALARY RANGE: \$90,484 – \$138,350  
Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.  
OPENING DATE: November 16, 2016  
CLOSING DATE: December 7, 2016  
DURATION OF APPOINTMENT: Permanent  
AREA OF CONSIDERATION: Open to the Public  
WORKSITE LOCATION:  
District of Columbia  
Department of General Services  
2000 14th Street, NW  
Washington, DC 20009  
NO. OF VACANCIES: One (1)  
This position is in the collective bargaining unit represented by AFGE 1403 and you may be required to pay an agency service fee through direct payroll deduction.  
DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks an experienced attorney to handle procurement matters for the District of Columbia Department of General Services ("DGS"). The Attorney will report to the Chief of the Procurement Section within the Commercial Division of the Office of the Attorney General and will provide legal advice and assistance exclusively within DGS regarding procurement matters and other matters as assigned.  
The incumbent will support the mission of DGS with the responsibility for procurements of supplies, services, and construction funded from federal, local, intra-jurisdictional, and alternative project delivery and financing sources, including procurements for architectural and engineering, planning, design, engineering, environmental, construction services, construction materials, capital equipment, and other business-serving goods. The incumbent will review information presented, applicable statutes, regulations and relevant case law to determine whether RFPs, RFQs, RFIs, and similar requests are legally sufficient, and will assist in preparing RFPs, RFQs, RFIs and similar requests as appropriate in DGS's procurement processes. The incumbent will, in coordination with DGS contracting personnel, draft and review drafts of contracts for complex services, supplies, materials, equipment and goods,

and negotiate terms of complex contracts for services, supplies, materials, equipment, and goods. In addition, the incumbent will provide legal advice and assistance on alternative project delivery contracting vehicles, litigate bid protests before the District's Contract Appeals Board ("CAB"), and provide advice and assistance to the Civil Litigation Division on contract litigation in the Superior Court and the Federal District Court.

**QUALIFICATIONS:** The successful candidate should have: (1) significant knowledge of contracting and procurement laws, principles, regulations, strategies, practices and procedures sufficient to provide legal advice and counsel to DGS on a variety of construction contract issues; 2) expertise in all phases of government contract formation, administration, and procurement, including identification and planning for government contract opportunities, preparation of bids and proposals, contract administration and closeout; (3) expertise in various types of contracting instruments and processes, including source selection, design-bid-build and design-build acquisition processes and procedures, understanding of design-build, construction management and construction management at risk, and alternative project delivery; (4) experience conducting detailed and thorough reviews of complex procurement documents, including solicitations, contracts, D&Fs, and construction documents; (5) experience researching and drafting legal memoranda; (6) knowledge of the various types of construction contracts and the allocation of risk provided by each type of contract; (7) knowledge of the various methods of construction delivery and the relationship among the owner, contractor and design professional; (8) the ability to provide legal advice to agency clients in procurement matters; and (9) experience related to dispute resolution in the context of construction contracts.

Applicants for this position must have a minimum of 6 years of substantive experience in the area of government contracting.

**ELIGIBILITY:** The candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your appointment.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee  
**Priority Placement:** Candidates who are eligible for

the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her

immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 17, 2016

**Expiration Date:** December 7, 2016

**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington,

District of Columbia 20001 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov) by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**ID:** 2406

## **SUPERVISORY TRIAL ATTORNEY (Civil Litigation Division)**

Office of the Attorney General for the District of Columbia  
(Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
\*AMENDED\*

This announcement is being re-advertised. Those who have already applied need not re-apply.

ANNOUNCEMENT NO: #17-001

POSITION TITLE:

SUPERVISORY TRIAL ATTORNEY (Civil Litigation Division)

POSITION GRADE & SERIES: LX-01

SALARY RANGE: \$108,478 – \$137,113

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

OPENING DATE: November 14, 2016

CLOSING DATE: December 5, 2016

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Civil Litigation Division, Section II

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The Civil Litigation Division of the Office of the Attorney General for the District of Columbia is seeking a Chief for Litigation Section II ("Section II"). Section II, along with three other Sections in the Civil Litigation Division, defends the District of Columbia in civil lawsuits brought for monetary damages, ranging in subject matter from slip and falls, motor vehicles accidents, and inmate assaults, to government contracts, police false arrest/use of excessive force, as well as employment cases filed under Title VII, the ADA, the ADEA and similar statutes. In addition, Section II also handles cases brought under the Individuals with Disabilities Education Act ("IDEA"). The Section II Chief's duties include, but are not limited to:

Supervising approximately seven Assistant Attorneys General ("AAG") in all aspects of civil trial work in the Superior Court of the District of Columbia and the United States District Court for the District of Columbia;

Supervising non-attorney staff, including a staff assistant and three paralegals;

Ensuring proper case assignment and case transfers to and coverage by AAGs to meet court,

mediation, and other schedules or deadlines;

Reviewing and approving pleadings, motions, memoranda, discovery, and correspondence;

Evaluating cases for settlement purposes and authorizing or recommending settlement amounts;

Monitoring compliance of AAGs and staff with the Attorney General's Performance Contract requirements, including response to contacts within 24 hours and successful litigation outcome rates.

Reviewing litigation outcomes and make timely recommendation where appellate review is needed;

Attending management meetings with the Deputy and Office of the Attorney General as requested, as well as attend such management and other specific meetings with the Agency, its units, or personnel as necessary or requested;

Assisting in interviewing, reviewing, evaluating, and, where necessary, disciplining AAGs and staff, in accord with D.C. Rule of Professional Conduct and OAG standards and policies.

Maintaining requisite legal, management, inter-agency, human relations, and management-labor knowledge and skills; and

Collecting, maintaining, and disseminating timely, accurate and up-to-date data on the Section's activities.

The successful candidate must have a law degree and must be a member of the District of Columbia Bar. The candidate must also have prior managerial experience either as a manager or acting manager of an administrative unit or office or have served on a number of trial teams as the lead counsel, excellent writing and editing skills, prior jury trial experience, and outstanding interpersonal skills. A minimum of seven to ten years of litigation experience is required. Experience in trying complex employment and/or 42 U.S.C. § 1983 lawsuits is highly desirable. Experience with the IDEA is also desirable.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample

to [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov) by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee

Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 17, 2016

**Expiration Date:** December 5, 2016

**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington,  
District of Columbia 20001 United States

**Resume Receipt:** E-mail



**Default email for resumes.:** [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**ID:** 2408

## **Trial Attorney**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE

NATIONAL SECURITY DIVISION (NSD)  
COUNTERINTELLIGENCE AND EXPORT CONTROL  
SECTION  
ATTORNEY

600 E STREET, NW, ROOM 1606  
WASHINGTON DC, DC 20004  
UNITED STATES

About the Office:

The National Security Division (NSD) leads the Department's efforts to prevent and combat terrorism and to protect the national security. NSD provides legal and policy advice on national security matters, litigates counterterrorism, counterespionage, and foreign intelligence surveillance matters, represents the Government before the Foreign Intelligence Surveillance Court and other federal trial and appellate courts, and conducts oversight over FBI national security investigations and foreign intelligence collection.

The Counterintelligence and Export Control Section (CES) investigates, prosecutes and supervises the investigation and prosecution of cases affecting the national security and foreign relations of the United States, including espionage, computer hacking by nation states and their proxies, economic espionage, and violations of U.S. export control and sanctions laws. The Section also coordinates criminal cases involving the application of the Classified Information Procedures Act (CIPA), and it administers and enforces the Foreign Agents Registration Act. CES provides legal advice to U.S. Attorney's Offices and investigative agencies on all matters within its area of responsibility, which includes 90 federal statutes affecting the national security.

CES now has a leading role in investigations of computer intrusions and attacks by nation-state actors and their proxies, which have become a larger component of the Section's work. In cyber matters, as with others, CES partners with U.S. Attorney's offices, investigative and regulatory agencies, and the U.S. Intelligence Community to disrupt cyber threats, hold actors accountable, and deter malicious activity using the wide range of tools available across the federal government, including prosecution, economic sanctions, and diplomatic efforts. CES's cyber cases often involve the theft of trade secrets and violations of U.S. export control

and sanctions laws, among other crimes. CES plays the leading role in managing the Department's National Security Cyber Specialists (NSCS) Network, which consists of at least one prosecutor in every district that possesses expertise in national security-related cyber investigations, and it coordinates the application of CIPA to criminal cyber cases that may involve classified information.

**Job Description:**

CES Trial Attorneys provide legal advice and guidance to the investigative and intelligence communities in the development of cases for prosecution, and they assist U. S. Attorney's Offices when prosecution is undertaken, ensuring, among other things, that U.S. Intelligence Community equities are identified and protected. The Trial Attorney position corresponding to this announcement will concentrate on the investigation and prosecution of national security cyber cases, as described above.

**Qualifications:**

Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia and have at least 2.5 year of post-J.D. legal experience. Applicants should have an interest in national security and cyber matters and possess excellent writing skills. Significant experience in litigation involving, or a strong interest in, computer intrusion investigations is desirable. Applicants must possess or be able to obtain a TS/SCI clearance.

**Salary:**

(GS-14): \$108,887.00 - \$141,555.00 per annum

(GS-15): \$128,082.00 - \$160,300.00 per annum

**Travel:**

Occasional travel will be required.

**Application Process:**

To apply for this position, please submit a resume, a cover letter (highlighting relevant experience), a writing sample (not to exceed 10 pages), and a current performance appraisal (if applicable) electronically to:

U.S. Department of Justice

Counterintelligence and Export Control Section

600 E Street, NW, Room 10606

Washington, DC 20004

ATTN: Thomasenia Manson

No telephone calls, please.

Or apply by email to:

CESattorneyvacancy@usdoj.gov Email links icon with

the subject line "Attorney Vacancy (Cyber)."

Candidates selected for an attorney position with NSD are expected to make a three-year commitment to NSD.

Application Deadline:  
Tuesday, November 29, 2016  
Relocation Expenses:  
Relocation expenses are not authorized.  
Number of Positions:  
one  
Updated November 8, 2016  
\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

Reasonable Accommodations: 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.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to

[resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 17, 2016

**Expiration Date:** November 29, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [CESattorneyvacancy@usdoj.gov](mailto:CESattorneyvacancy@usdoj.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Application Process:

To apply for this position, please submit a resume, a cover letter (highlighting relevant experience), a writing sample (not to exceed 10 pages), and a current performance appraisal (if applicable) electronically to:

U.S. Department of Justice

Counterintelligence and Export Control Section

600 E Street, NW, Room 10606

Washington, DC 20004

ATTN: Thomasenia Manson

No telephone calls, please.

Or apply by email to:

[CESattorneyvacancy@usdoj.gov](mailto:CESattorneyvacancy@usdoj.gov) Email links icon with the subject line "Attorney Vacancy (Cyber)."

Candidates selected for an attorney position with NSD are expected to make a three-year commitment to NSD.

Application Deadline:

Tuesday, November 29, 2016

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

one

**ID:** 2400



## **Trial Attorney (DUI Prosecutor)**

Office of the Attorney General for the District of Columbia  
(Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NO: #17-011  
POSITION TITLE:  
TRIAL ATTORNEY (DUI Prosecutor)  
POSITION GRADE & SERIES: LS-0905-12/13  
SALARY RANGE: \$79,810 – \$110,730  
Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.  
OPENING DATE: November 16, 2016  
CLOSING DATE: December 7, 2016  
DURATION OF APPOINTMENT: Permanent  
AREA OF CONSIDERATION: Open to the Public  
WORKSITE LOCATION:  
Office of the Attorney General  
for the District of Columbia  
Public Safety Division, Criminal Section  
441 4th Street NW  
Washington, DC 20001  
NO. OF VACANCIES: Two (2)  
This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.  
DESCRIPTION OF DUTIES: The Public Safety Division of the Office of the Attorney General (OAG) is seeking candidates for the position of Trial Attorney/Driving under the Influence (DUI) Prosecutor for the Criminal Section. The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia. Specifically, the Section prosecutes all traffic offenses, including impaired driving, quality of life offenses, certain types of fraud matters against government agencies, and other offenses designated to OAG's prosecutorial authority. The selected candidate will work under the supervision of the Section Chief and Assistant Section Chiefs to enhance the Section's prosecutions of impaired drivers.  
The Assistant Attorney General/DUI Prosecutor will maintain a caseload comprised of the most serious DUI matters, focusing on those cases that involve the highest alcohol scores, impairment by drugs, children in the vehicle, commercial drivers, and/or repeat offenders. The individuals selected for these positions will work with the Traffic Resource Safety Prosecutor (TSRP) and two other DUI Prosecutors to serve the Criminal Section's experts on impaired driving issues, to coordinate with law enforcement on impaired driving investigations, and to coordinate



the training of other Criminal Section prosecutors and of law enforcement personnel.

**QUALIFICATIONS:** The successful candidate should have prior criminal litigation experience. The candidate must have at least one year of trial experience for the Grade 12 Step 1 position and five years trial

experience for the Grade 13 Step 1 position.

Knowledge of D.C. Superior Court is desirable but not required. Experience in trying cases related to impaired driving is strongly preferred.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age,

marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 17, 2016

**Expiration Date:** December 7, 2016

**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington,  
District of Columbia 20001 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov) by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**ID:** 2405

## **Assistant United States Attorney**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO NORTHERN DISTRICT OF GEORGIA

FINANCIAL LITIGATION UNIT (FLU)

ATTORNEY

75 TED TURNER DRIVE SW

SUITE 600

ATLANTA, GA 30303

UNITED STATES

17-GAN-AUSA-01

About the Office:

The United States Attorney's Office prosecutes federal criminal offenses, seeks recovery of government funds fraudulently obtained, litigates affirmative civil fraud and enforcement actions, and defends the U.S. Government's interest in civil cases. The United States Attorney's Office, Northern District of Georgia, is located in Atlanta, Georgia. In addition to the main office in downtown Atlanta, we maintain three intermittently staffed offices located in Rome, Newnan, and Gainesville. More information about the United States Attorney's Office for the Northern District of Georgia is available at <http://www.usdoj.gov/usao/gan>.

Job Description:

The Northern District of Georgia is currently seeking applicants for one Assistant United States Attorney (AUSA) opening in our Civil Division. The position will be filled on a term basis. The current term expires March 30, 2017, but it is anticipated to be extended through at least September 30, 2017. Term offers are not for permanent employment, as terms will expire at the end of the specified period. Term AUSAs may be eligible for conversion to a permanent position without further competition, depending on the federal budget and staffing levels.

This opening offers a unique and challenging experience for a highly motivated attorney as an Assistant United States Attorney (AUSA) for the United States Attorney's Office for the Northern District of Georgia. Working in the Civil Division, Financial Litigation Unit, the AUSA will litigate cases involving significant and complex issues on behalf of the United States in federal court. The AUSA will be part of a dedicated team representing the United States in its enforcement of criminal restitution on behalf of victims, collection of monetary penalties, and collection of civil debts owed to the United States and its agencies. The AUSA will be called upon to work with other AUSAs in the discovery and

investigation of assets during a criminal prosecution or an Affirmative Civil Enforcement matter, and to use civil litigation techniques, including fraudulent transfers and post-judgment collection, to expand recovery for victims and the United States.

**Qualifications:**

Required qualifications: Applicants must possess a J.D. degree from a law school approved by the American Bar Association, be an active member of the bar (any jurisdiction) and have at least two (2) years post-J.D. experience.

Preferred qualifications: Hiring preferences include strong academics, outstanding organizational skills, superior legal writing and research ability, demonstrated analytical ability, good judgment and courtroom skills, and a commitment to professionalism, ethics, civility, and public service. Legal experience handling asset and debt recovery, bankruptcy and/or foreclosure cases is helpful but not critical if candidate possesses the other preferred qualifications.

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of pay is \$61,956 to \$160,200, which includes a 19.58% locality pay supplement.

**Travel:**

Occasional travel, both within and outside the District, may be required.

**Application Process:**

If you are interested in relocating to a great United States Attorney's Office in the beautiful, rapidly growing, and still relatively affordable Atlanta area, please email a resume and a cover letter (pdf file preferred) to [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov).

Or, resumes may be mailed to:

Denise Jones

Human Resources Specialist

United States Attorneys Office

Northern District of Georgia

75 Ted Turner Drive, SW

Suite 600

Atlanta, GA 30303

Resumes should include complete dates (beginning month and year and ending month and year for all periods of employment). Please submit only one application.

No telephone calls please.

Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
1  
Updated November 9, 2016  
\* \* \*

## Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** February 28, 2017

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Application Process:  
If you are interested in relocating to a great United States Attorney's Office in the beautiful, rapidly growing, and still relatively affordable Atlanta area, please email a resume and a cover letter (pdf file preferred) to [USAGAN.Resumes@usdoj.gov](mailto:USAGAN.Resumes@usdoj.gov).

Or, resumes may be mailed to:

Denise Jones

Human Resources Specialist

United States Attorneys Office

Northern District of Georgia

75 Ted Turner Drive, SW

Suite 600

Atlanta, GA 30303

Resumes should include complete dates (beginning month and year and ending month and year for all periods of employment). Please submit only one application.

No telephone calls please.

Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:

1

**ID:** 2396

## **Assistant United States Attorney**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** South (LA, TX, OK, AR)

**Description:** ASSISTANT UNITED STATES ATTORNEY

SHARE

USAO WESTERN DISTRICT OF LOUISIANA  
ATTORNEY

300 FANNIN STREET, SUITE 3201

SHREVEPORT, LA 71101

UNITED STATES

17-WDLA-AUSA-001

About the Office:

The United States Attorney's office for the Western District of Louisiana serves 42 of the state's 64 parishes. It is bordered by Texas to the west, Arkansas to the north, the Mississippi River to the east and the Gulf of Mexico to the south.

Geographically, the district encompasses two-thirds of the State of Louisiana. The main office is located in Shreveport, Louisiana, with a staffed, second office of equal size in Lafayette. There are also unstaffed, satellite offices in Alexandria, Monroe, and Lake Charles.

The United States Attorney's Office is responsible for federal criminal prosecutions and civil cases involving the United States Government. Our mission is to enforce the law and defend the interests of the United States, provide federal leadership in preventing and controlling crime, seek just punishment for those guilty of unlawful behavior, and to administer and enforce the Nation's laws to ensure fair and impartial administration of justice for all Americans.

Job Description:

The United States Attorney's Office, Western District of Louisiana, is seeking one Assistant U.S. Attorney for its Criminal Division in Shreveport. Attorneys in the Criminal Division are responsible for the prosecution of all types of crimes under federal law ranging from complex white-collar crime, public corruptions, investment schemes, illegal immigration and alien smuggling, drug trafficking, firearms violations and violent crime. The Criminal Division also includes the Anti-Terrorism Advisory Council, Appellate, Asset Forfeiture Program and Organized Crime Drug Enforcement Task Force.

As needed, additional positions may be filled from this announcement.

Qualifications:

Required qualifications: Applicant must possess a J.D. degree from an accredited law school, be an



active member of the bar (any U.S. jurisdiction) in good standing and have at least one year post-J.D. legal or other relevant experience.

Preferred qualifications: Ideal applicants should demonstrate superior communication and courtroom skills, exhibit exceptional research and writing ability, perform thorough legal and factual analysis, demonstrate strong interpersonal skills, and exercise good judgment. Applicants should have a strong work ethic and demonstrated capacity to function, with minimum guidance, in a highly demanding environment while balancing a heavy case load.

**Salary:**

Assistant United States Attorneys' pay is administratively determined based, in part, on the number years of professional attorney experience. The range of basic pay is \$51,811.00 to \$121,569.00 plus locality pay currently at 14.35%.

**Travel:**

Occasional travel both within and outside the Western District of Louisiana will be required.

**Application Process:**

Interested applicants should submit a cover letter, resume, writing sample, unofficial law school transcripts and any other required supporting documentation to the mail or email address below. Please include the vacancy announcement number 17-WDLA-AUSA-001 on your cover letter and resume. The closing date of this announcement has been extended from November 14, 2016, to November 28, 2016. Previous applicants do not need to reapply. All applications must be received at this office no later than 11:59 p.m. (CST), November 28, 2016, in order to be considered.

Please send your resume to:

Attn: HR Office

Stephanie A. Finley

United States Attorney

300 Fannin Street, Suite 3201

Shreveport LA 71101

or

USALAW.HRO@usdoj.gov (Please use .pdf format for emailed documents).

No telephone calls please. Position will be open until November 28, 2016.

**Application Deadline:**

Monday, November 28, 2016

**Relocation Expenses:**

Relocation expenses will not be paid.

Number of Positions:

One (1)

Updated November 9, 2016

\* \* \*

## Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** November 28, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:  
Interested applicants should submit a cover letter, resume, writing sample, unofficial law school transcripts and any other required supporting documentation to the mail or email address below. Please include the vacancy announcement number 17-WDLA-AUSA-001 on your cover letter and resume. The closing date of this announcement has been extended from November 14, 2016, to November 28, 2016. Previous applicants do not need to reapply. All applications must be received at this office no later than 11:59 p.m. (CST), November 28, 2016, in order to be considered.

Please send your resume to:

Attn: HR Office

Stephanie A. Finley

United States Attorney

300 Fannin Street, Suite 3201

Shreveport LA 71101

or

USALAW.HRO@usdoj.gov (Please use .pdf format for emailed documents).

No telephone calls please. Position will be open until November 28, 2016.

Application Deadline:  
Monday, November 28, 2016

Relocation Expenses:  
Relocation expenses will not be paid.

Number of Positions:  
One (1)

**ID:** 2398

## **Attorney Advisor**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** ATTORNEY ADVISOR

SHARE

CRIMINAL DIVISION (CRM)

OFFICE OF OVERSEAS PROSECUTORIAL DEVELOPMENT,  
ASSISTANCE AND TRAINING

ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

17-CRM-OPD-012

About the Office:

This assignment is for a period of 12 months with the possibility of extension, contingent on the availability of funding. Appointment to this position will be effected by term or detail appointment. More than one position may be filled from this announcement.

Detail applicants must attain prior approval from their management before applying to this detail.

About the Office: The mission of the Criminal Division's Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT) is to develop and administer technical and developmental assistance designed to enhance the capabilities of foreign justice sector institutions and their law enforcement personnel. This assistance is administered in order to enable those institutions and their personnel to more effectively combat terrorism, organized crime, corruption, financial crimes and other types of crime in a manner consistent with the rule of law. The assistance is also administered to enable those institutions and their personnel to more effectively cooperate regionally and with the United States in combating such crime.

Job Description:

The Attorney Advisor works at OPDAT headquarters in Washington, D.C. and carries out headquarters level management responsibilities to include programmatic, logistical and financial support. The Attorney Advisor directly supports OPDAT's in country Resident and/or Intermittent Legal Advisors (RLA/ILA) to administer technical and developmental assistance. The Attorney Advisor works closely with OPDAT headquarters staff, officials within the Department of Justice and partner agencies, as well as in-country U.S. and foreign officials, to assure assistance programs meet the needs of the host country, and supports Departmental and U.S. policy objectives. More specifically, the Attorney Advisor will perform the following duties.

Oversees the highly complex justice sector development and technical assistance programs undertaken by OPDAT

in his or her specific region. This typically includes, but is not limited to, oversight of one or more regional focus areas that include Justice Sector Institution Building; Criminal Procedure and Trial Practice; Combating Organized Crime; Combating Transnational Crime; Countering Public Corruption; White Collar Crime; and Counter-terrorism.

Leads in the formulation and preparation of OPDAT regional or country-specific program funding proposals and implementation plans. Develops program measures and oversees program execution to ensure compliance with department and partner agency policy requirements, consistency with implementation plans and adherence with the terms and conditions in interagency agreements.

Works with program personnel in the analysis of justice sector development and technical assistance needs; the assessment of regional or country-specific capabilities; the refinement of program objectives or goals; and the development or refinement of program plans.

Assists in the recruitment of candidates for RLA/ILA positions. Identifies and selects instructors and technical advisers to support program objectives, and provides guidance to resolve administrative and logistical issues concerning deployments and re-deployments.

Monitors RLA/ILA financial and programmatic activities to ensure the programs are being carried out in accordance with work plans and budgets while facilitating the timely submission of RLA/ILA reporting.

Works with program personnel in compiling regional and country specific briefing materials and data call requests covering OPDAT development assistance and training programs.

Facilitates and/or assists in the preparation of official correspondence for OPDAT, DOJ, and partner agencies, as well as foreign government officials dealing with development assistance and training programs and matters.

Qualifications:

Required Qualifications: To qualify for this position, applicants must possess ALL of the following requirements: Possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing.

GS-14 level - applicants must have at least three (3) years of post J.D. legal experience, to include three (3) years of prosecutorial experience at the federal or state level.

GS-15 level - applicants must have at least four (4) years of post J.D. legal experience, to include four (4) years of prosecutorial experience at the federal or state level.

The successful applicant should also have:

Ability to function effectively in an international, multi-cultural environment;

Ability to communicate effectively orally and in writing;

Extensive prosecution experience; and  
Experience in bar activities, teaching, designing course curricula, and/or work with international development projects.

Preferred Qualifications:

Familiarity with the legal system/laws in any of the following geographic areas: Africa and the Middle East, Asia and the Pacific, Central and Eastern Europe, Eurasia, or the Western Hemisphere with an understanding of their cultural norms and capacities;

Understanding of comparative international law and major conventions or treaties in effect;

Knowledge of US funding agency and interagency practices and priorities;

An understanding of US foreign policy goals; and,

Experience living, working and/or training in an overseas environment is also desirable.

Salary:

\$108-887-\$160,300

Travel:

Travel to overseas locations may be required.

Application Process:

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

If you do not already have an account, please create a USAJobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying. Once you have an account, apply to the USAJobs vacancy at

<https://www.usajobs.gov/GetJob/ViewDetails/456134700>

Application Deadline:

Monday, December 19, 2016

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

Few

Updated November 10, 2016

\* \* \*

#### Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** December 19, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:  
The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying. Once you have an account, apply to the USAjobs vacancy at

<https://www.usajobs.gov/GetJob/ViewDetails/456134700>

Application Deadline:

Monday, December 19, 2016

Relocation Expenses:  
Relocation expenses will not be authorized.  
Number of Positions:  
Few

**ID:** 2393

## **Attorney Advisor (Hill-side)**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR (HILL-SIDE)

SHARE

OFFICE OF LEGISLATIVE AFFAIRS (OLA)  
UNITED STATES DEPARTMENT OF JUSTICE  
ATTORNEY  
950 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20530  
UNITED STATES  
OLA-2016-04

About the Office:

The Office of Legislative Affairs (OLA), located in Washington, DC, is seeking an experienced attorney to serve as Attorney Advisor on its Hill-side team. OLA has responsibility for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to Congress. OLA articulates the Department's position on legislation proposed by Congress, facilitates the appearance of Department witnesses at congressional hearings, and manages the interagency clearance process led by the Office of Management and Budget. OLA also coordinates the Department's responses to congressional committee oversight requests and other inquiries from individual Members of Congress, and congressional staff. In addition, OLA participates in the Senate confirmation process for federal judges and Department nominees, such as Assistant Attorneys General and U.S. Attorneys. All of these functions are important to the Department's cooperative and productive relationship with Congress.

OLA is a fast-paced, highly professional organization that serves as the Department's primary point of contact for Congress and for communications with congressional entities. OLA values a diversity of experiences and encourages applications from all qualified men and women from all ethnic and racial backgrounds, as well as LGBT individuals, and persons with disabilities.

Job Description:

The incumbent of this position serves as a liaison between the Department of Justice and Congress, communicating frequently with congressional staff about the Department's interests in legislation and other congressional matters. The incumbent also is responsible for keeping Department officials apprised about the status and outlook for congressional action on matters of interest to the Department and assuring that the Department's views are presented

to Congress in a timely and effective way. The position requires the development of written views based upon input from Department components and the ability to present those views to congressional staff in order to protect the Department's equities and promote a constructive relationship with the Congress.

**Qualifications:**

Required qualifications: The candidate must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a state, territory, or the District of Columbia, and have at least 3 years post-J.D. legal or other relevant experience.

Preferred qualifications: It is desirable that applicants have 1) federal prosecution or other federal litigation experience and/or experience in the federal legislative process; 2) knowledge of the Department of Justice, including law enforcement issues; and 3) security clearances.

**Salary:**

Salary and grade level determinations are made based upon the number of years of qualifying experience and current salary level. The grade range for this position is GS-13 to GS-15, \$92,145 - \$160,300 per annum.

**Travel:**

There is no travel associated with this position.

**Application Process:**

Submission Process And Deadline Date: Interested candidates should forward a cover letter (highlighting relevant experience) and a resume to: [OLA.Resumes@usdoj.gov](mailto:OLA.Resumes@usdoj.gov) Email links icon

No telephone calls please. This position is open until filled.

**Application Deadline:**

Tuesday, November 29, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

One

Updated November 10, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** November 29, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [OLA.Resumes@usdoj.gov](mailto:OLA.Resumes@usdoj.gov)

**Requested Document Notes:** Application Process:  
Submission Process And Deadline Date: Interested candidates should forward a cover letter (highlighting relevant experience) and a resume to: [OLA.Resumes@usdoj.gov](mailto:OLA.Resumes@usdoj.gov) Email links icon

No telephone calls please. This position is open until filled.

Application Deadline:

Tuesday, November 29, 2016

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

One

**ID:** 2392

## **Attorney Advisor(Clearance)**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR (CLEARANCE)

SHARE

OFFICE OF LEGISLATIVE AFFAIRS (OLA)  
UNITED STATES DEPARTMENT OF JUSTICE  
ATTORNEY  
950 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20530  
UNITED STATES  
OLA-2016-03

About the Office:

The Office of Legislative Affairs (OLA), located in Washington, DC, is seeking an experienced attorney to serve on its clearance team. OLA has responsibility for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to Congress. OLA articulates the Department's positions on legislation proposed by Congress, facilitates the appearance of Department witnesses at congressional hearings, and manages the interagency clearance process led by the Office of Management and Budget (OMB). OLA also coordinates the Department's responses to congressional committee oversight requests and other inquiries from individual Members of Congress, and congressional staff. In addition, OLA participates in the Senate confirmation process for federal judges and Department nominees, such as Assistant Attorneys General and U.S. Attorneys. All of these functions are important to the Department's cooperative and productive relationship with Congress.

OLA is a fast-paced, highly professional organization that serves as the Department's primary point of contact for Congress and for communications with congressional entities. OLA values a diversity of experiences and encourages applications from all qualified men and women from all ethnic and racial backgrounds, as well as LGBT individuals and persons with disabilities.

Job Description:

The incumbent will be responsible for coordinating the timely intra-Departmental clearance of positions on legislative and other congressional matters, as set forth in draft proposals, letters, talking points, prepared statements for congressional hearings, and responses to questions for hearing records; coordinating the timely response to requests from OMB for the Department's views on legislation and other congressional positions proposed by other



agencies, as set forth in draft legislation, letters, talking points, prepared statements, and responses to questions for hearing records; coordinating the timely clearance by OMB of the Department's positions on legislation and other congressional matters, as set forth in draft legislation, letters, talking points, prepared statements and responses to questions for hearing records; and generating clear concise records documenting the clearance process for OLA files.

**Qualifications:**

Required qualifications: Interested parties must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least 2 years post-J.D. legal or other relevant experience.

Preferred qualifications: It is desirable that applicants have security clearances and experience in OMB clearance or agency legislative clearance process.

**Salary:**

Salary and grade level determinations are made based on the number of years of qualifying experience and current salary level. The grade range for this position is GS-13 to GS-15, \$92,145 - \$160,000 per annum.

**Travel:**

There is no travel associated with this position.

**Application Process:**

Submission Process and Deadline Date: Interested candidates should forward a cover letter (highlighting relevant experience) and a resume to: [OLA.Resumes@usdoj.gov](mailto:OLA.Resumes@usdoj.gov)

No telephone calls please.

This position is open until filled.

**Application Deadline:**

Tuesday, November 29, 2016

**Relocation Expenses:**

Relocation expenses will not be authorized.

**Number of Positions:**

One

Updated November 10, 2016

\* \* \*

**Department Policies**

**Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** November 29, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [OLA.Resumes@usdoj.gov](mailto:OLA.Resumes@usdoj.gov)

**Requested Document Notes:** Application Process:  
Submission Process and Deadline Date: Interested candidates should forward a cover letter (highlighting relevant experience) and a resume to: [OLA.Resumes@usdoj.gov](mailto:OLA.Resumes@usdoj.gov)

No telephone calls please.

**ID:** 2391

## **Law CLerk/(PFA Coordinator**

Washington County Courthouse (Washingtown, PA)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** There is a Law Clerk/Protection From Abuse (PFA) Coordinator position available for the Washington County Courts in Washington, Pennsylvania. This is a full time position for a licensed attorney. Legal research, organizational and mediation skills are required for this position. Family law, domestic violence and PFAD training are a plus.

The starting salary is \$41,734.00, in addition to medical coverage, vacation time, etc.

Please send resume and cover letter to:

Patrick R. Grimm, Esq.  
District Court Administrator  
Washington County Courthouse  
One South Main Street, Suite 2004  
Washington, PA 15301

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** November 30, 2016

**Contact:** Patrick R. Grimm  
Esq  
One South Main Street Suite 2004, Washington  
Pennsylvania 15301

**Resume Receipt:** E-mail

**Default email for resumes.:** [ellen.sams@washingtontcourts.us](mailto:ellen.sams@washingtontcourts.us)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Please send resume and cover letter to:

Patrick R. Grimm, Esq.  
District Court Administrator  
Washington County Courthouse  
One South Main Street, Suite 2004  
Washington, PA 15301

**ID:** 2389

## **Supervisory Attorney Advisor**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** SUPERVISORY ATTORNEY ADVISOR

SHARE

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW (EOIR)  
OFFICE OF GENERAL COUNSEL  
ATTORNEY

5107 LEESBURG PIKE, SUITE 2300  
FALLS CHURCH, VA 22041  
UNITED STATES  
DE-10001915-16-BD

About the Office:

The Executive Office for Immigration Review (EOIR) seeks highly-qualified individuals to join our team of expert professionals in becoming a part of our challenging and rewarding Agency. The primary mission of EOIR is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings. EOIR consists of three adjudicatory components: the Office of the Chief Immigration Judge, which is responsible for managing the Immigration Courts where Immigration Judges adjudicate individual cases; the Board of Immigration Appeals, which primarily conducts appellate reviews of these Immigration Judge decisions; and the Office of the Chief Administrative Hearing Officer, which adjudicates immigration-related employment cases.

Job Description:

The Supervisory Attorney Advisor may be assigned duties that include but are not limited to the following:

Direct a staff of attorneys and support staff within the Immigration Unit, including: assigning, supervising, and reviewing their work; serving as the rating official; and managing and overseeing day-to-day operations of the Immigration Unit.

Provide legal advice to senior leadership regarding the nation's immigration and nationality laws.

Draft and review proposed regulations; act as Agency Counsel in matters in which EOIR has been sued in Federal court; and work with the Office of Immigration Litigation regarding petitions for review filed from Board of Immigration Appeals decisions.

Oversee operation and administration of EOIR's Attorney Discipline Program and Fraud and Abuse Prevention Program.

Perform legal research and provide opinions and recommendations incident to the development, analysis and implementation of operational, legal and/or policy matters

within EOIR and with other federal agencies and non-governmental organizations.

Qualifications:

In order to qualify for the Supervisory Attorney Advisor position, you must meet the following minimum qualifications:

Degree: Must possess a Bachelor of Laws (LL.B) or Juris Doctor (J.D.) degree. (Must submit transcripts with application)

AND

Bar Status: Must be an active member of the bar in good standing, duly licensed and authorized to practice law as an attorney under the laws of a U.S. state, territory, or the District of Columbia.

AND

Experience: Must possess at least 4 years of professional legal experience post J.D. to qualify for the position.

Examples of qualifying experience include but are not limited to the following: providing legal advice and representation in formal and informal settings; representing clients in litigation; and demonstrating skills and proficiency in legal analysis and legal writing. (Resume must demonstrate this experience)

In addition to the minimum qualifications applicants must submit a writing sample not to exceed ten (10) pages to be considered for this position.

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement.

Salary:

\$128,082.00 to \$160,300.00 / Per Year

Travel:

Not Required

Application Process:

You must submit a complete application package by 11:59 PM (EST) on the closing date of the announcement.

\* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire, which can be previewed here:

<https://apply.usastaffing.gov/ViewQuestionnaire/10001915>.

\* Click the Submit My Answers button to submit your application package.

\* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

\* To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

\* To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete. You are encouraged to apply online. If you are unable to apply online, you must request an alternative application method. Please contact Ben Divine, HR Specialist, via email at Ben.Divine@opm.gov or via phone at 816-426-5706 between the office hours of 8:00 am and 5:00 pm EST.

APPLICATIONS WILL NOT BE ACCEPTED IF THEY ARE SUBMITTED BY EMAIL OR GOVERNMENT-PAID POSTAGE ENVELOPE.

Application Deadline:  
Wednesday, November 23, 2016  
Relocation Expenses:  
No  
Updated November 9, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to



[resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under

Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** November 23, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:

You must submit a complete application package by 11:59 PM (EST) on the closing date of the announcement.

\* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire, which can be previewed here:

<https://apply.usastaffing.gov/ViewQuestionnaire/10001915>.

\* Click the Submit My Answers button to submit your application package.

\* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

\* To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

\* To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

You are encouraged to apply online. If you are unable to apply online, you must request an alternative application method. Please contact Ben Divine, HR Specialist, via email at [Ben.Divine@opm.gov](mailto:Ben.Divine@opm.gov) or via phone at 816-426-5706 between the office hours of 8:00 am and 5:00 pm EST.

APPLICATIONS WILL NOT BE ACCEPTED IF THEY ARE SUBMITTED BY EMAIL OR GOVERNMENT-PAID POSTAGE ENVELOPE.

Application Deadline:  
Wednesday, November 23, 2016  
Relocation Expenses:  
No

**ID:** 2399



## **Supervisory Trial Attorney/Deputy Chief**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** SUPERVISORY TRIAL ATTORNEY/ DEPUTY CHIEF

SHARE

CRIMINAL DIVISION (CRM)

NARCOTIC AND DANGEROUS DRUG SECTION

ATTORNEY

WASHINGTON, DC 20530

UNITED STATES

16-CRM-NDD-085

About the Office:

The Narcotic and Dangerous Drug Section (NDDS) supervises and has responsibility for enforcing federal statutes pertaining to narco-terrorism, narcotic drugs and other controlled substances. The Section advises the Assistant Attorney General, Criminal Division, Department of Justice and other federal officials involved in drug enforcement on all matters related to federal narcotics and narco-terrorism law enforcement including proposed and enacted legislation, policy, enforcement initiatives, and criminal and civil litigation. The Section has direct litigation responsibilities in significant drug and narco-terrorism investigations and prosecutions targeting national and international narcotics trafficking and money laundering organizations.

Litigation Unit attorneys work with federal law enforcement agencies to identify, investigate and prosecute the most significant national and international drug trafficking and money laundering organizations. Litigation Unit attorneys prosecute major transnational narcotic traffickers and money launderers in U.S. courts, using evidence gathered by U.S. federal agents in the United States, and often utilizing evidence gathered by foreign law enforcement officials abroad.

Job Description:

The Deputy Chief of the Litigation Unit is primarily responsible for recruiting, directing, and supervising the Unit's attorneys, paralegals, and two Assistant Deputy Chiefs, and overseeing all of the litigation functions of the Section, including:

- Assignment and monitoring of workloads;
- Writing annual performance appraisals and other employee relations related matters;
- Coordinating the preparation of weekly and other periodic reports regarding the Unit's significant cases;
- Supervision of the Unit's statistical reporting to the

Criminal Division, and Organized Crime and Drug Enforcement Task Force (OCDETF);

- Ensuring that the Department's litigation-related policies and practices are adhered to by the Unit's attorneys;
- Coordinating the professional development, training and mentoring of the Unit's attorneys;
- Coordinating and interacting with management from federal and international law enforcement agencies with whom Litigation Unit attorneys work;
- Representing the Section at international coordination meetings and at national and international narcotics-related conferences and training seminars; and
- Serving as the Section's liaison to the OCDETF at its periodic Regional and National conferences.

This position reports through the Principal Deputy Chief to the Chief of the Section.

**Qualifications:**

Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory of the United States, or the District of Columbia. Applicants must be an active member of the bar in good standing. Applicants must have at least five years post J.D. experience, three of which must include experience as a federal prosecutor. Applicants must also have conducted at least five federal jury trials as first chair. Prior management experience and experience investigating and prosecuting complex, federal international narcotics cases, is preferred, but not required. Applicants must have excellent interpersonal skills, have a demonstrated interest in mentoring younger attorneys and be a self-starter.

**Salary:**

Current salary and years of experience determine the appropriate salary level. The possible range for a GS-15 position is \$128,082 to \$160,300.

**Travel:**

Occasional domestic and international travel will be required.

**Application Process:**

Candidates will be referred to the hiring manager every two weeks.

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement. Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying . You will be able to upload your resume and supporting documents and complete your profile prior to applying

2. Once you have an account, apply to the USAJobs vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/451754000>

Application Deadline:  
Friday, December 9, 2016  
Relocation Expenses:  
Relocation expenses are not authorized  
Number of Positions:  
1  
Updated November 10, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** December 9, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:  
Candidates will be referred to the hiring manager every  
two weeks.

The Application Package must be received by 11:59 PM,  
Eastern Time, on the closing date of this announcement.  
Please submit your application through USAJOBS. The list  
of required documents can be found in the USAJobs  
announcement.

1. If you do not already have an account, please create a  
USAjobs account before applying . You will be able to  
upload your resume and supporting documents and  
complete your profile prior to applying

2. Once you have an account, apply to the USAjobs  
vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/451754000>

Application Deadline:  
Friday, December 9, 2016  
Relocation Expenses:  
Relocation expenses are not authorized  
Number of Positions:  
1

**ID:** 2395



## **Trial Attorney**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE  
CRIMINAL DIVISION (CRM)  
THE ASSET FORFEITURE AND MONEY LAUNDERING  
SECTION  
ATTORNEY  
WASHINGTON, DC 20530  
UNITED STATES  
17-CRM-AFMLS-011

About the Office:

The Criminal Division of the U.S. Department of Justice is seeking an experienced attorney to fill positions in the International Unit of the Asset Forfeiture and Money Laundering Section in Washington, D.C.

The International Unit of the Asset Forfeiture and Money Laundering Section (hereinafter "IU") litigates complex asset forfeiture cases involving transnational corruption and related crimes and provides support on international asset forfeiture to each of the 93 United States Attorneys' offices and the component agencies. The IU also conducts case consultations with foreign law enforcement to provide assistance in enforcing foreign court orders and resolving problems in transnational forfeiture and money laundering cases, represents the United States in international forums to develop strong international standards for forfeiture and combating money laundering and terrorist financing, and provides technical assistance and legislative drafting to support effective implementation of such standards.

The current positions are primarily in furtherance of President Obama's publicly identified anti-corruption initiatives against large-scale, foreign official corruption (also called Kleptocracy) and in fulfillment of the new Kleptocracy Asset Recovery Initiative announced by AG Holder in July 2010 to make combating corruption a top priority and to focus on recovering proceeds from large-scale foreign official corruption where the assets are in the U.S. or used the U.S. financial system. Targeting and recovering kleptocracy proceeds is consistent with U.S. treaty obligations, including the UN Convention Against Corruption, the U.S. Department of Justice Strategic Plan, and the 2008-2012 national Asset Forfeiture Strategic Plan.

Job Description:

These are litigating positions. The successful candidate's responsibilities will include:

Conducting federal criminal investigations into money laundering and other crimes related to foreign official

corruption, including complex embezzlement and bribery schemes and related financial investigations, typically involving international financial transactions using nominees and shell corporations.

Preparing indictments and handling criminal trials where permitted in light of immunity and extradition issues.

Instituting complex, sensitive, and high profile civil forfeiture actions to target and recover proceeds of high level foreign corruption typically involving multifaceted financial transactions utilizing shell companies and nominees.

Utilizing legal authorities for executing foreign corruption related requests to enforce restraining or forfeiture orders under 28 U.S.C. § 2467.

Utilizing mutual legal assistance treaties (MLATs) and conventions for legal assistance to obtaining evidence in the US for foreign authorities and to obtain foreign evidence for our own investigations and cases.

Collaborating regularly with foreign prosecutors and foreign law enforcement officers and working with federal law enforcement agencies, US Attorneys' Offices and other Sections within the Criminal Division, including the Office of International Affairs, Fraud Section, and the International Organized Crime Intelligence and Operations Center (IOC2).

Developing and strengthening strategic international partnerships and treaty relationships with foreign authorities.

Handling the repatriation of funds to people of the countries harmed by the corruption utilizing a variety of tools, including international asset sharing laws and the Attorney General's authority to grant remission to victims, litigation settlements, and negotiating terms to ensure that recovered public funds are dedicated for their intended and proper use.

Developing protocols and best practice models for most efficiently pursuing foreign corruption proceeds that can be shared as guidance to international bodies.

Qualifications:

Required Qualifications: Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least 2.5 years post J.D. experience.

Applicants must be an active member of the bar in good standing.

To qualify at the GS-14 level, applicants must have at least two and a half (2.5) years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-13 grade level. Examples of specialized experience include: independently performing legal analysis and formulating recommendations to senior managers; composing pleadings, briefs and other court documents involving legal issues in civil or criminal litigation; and conducting civil or criminal litigation.

To qualify at the GS-15 level, applicants must have four (4) or more years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents

involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff.

Preferred Qualifications: Your qualifications will be further evaluated based upon the following competencies:

Ability to plan and carry out complex cases, including criminal and civil investigations and involving violations of federal statutes.

Superior oral advocacy preparation and experience.

Superior written and analytical skills.

Salary:

108,887 to 160,300 per annum, which includes locality pay.

Travel:

Domestic and international travel will be required.

Application Process:

Applications will be reviewed on a rolling basis. A list of eligible candidates will be referred to the hiring managers every two weeks during the open period of the announcement. The announcement may be closed at any time once all selections are made. If you are interested in applying, it is recommended that you do so early.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

If you do not already have an account, please create a USAJobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.

Once you have an account, apply to the USAJobs vacancy:

<https://www.usajobs.gov/GetJob/ViewDetails/455824300>

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

<https://www.justice.gov/legal-careers/attorneys-vacancies>

For more information about the Criminal Division, please visit <http://www.justice.gov/criminal/>

Application Deadline:

Friday, February 10, 2017

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

Few

Updated November 10, 2016

\* \* \*

Department Policies

Equal Employment Opportunity: 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

Veterans: 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 16, 2016

**Expiration Date:** February 10, 2017

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:  
Applications will be reviewed on a rolling basis. A list of eligible candidates will be referred to the hiring managers every two weeks during the open period of the announcement. The announcement may be closed at any time once all selections are made. If you are interested in applying, it is recommended that you do so early.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

If you do not already have an account, please create a USAJobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying. Once you have an account, apply to the USAJobs vacancy:

<https://www.usajobs.gov/GetJob/ViewDetails/455824300>

Internet Sites: This and selected other attorney vacancy announcements can be found on the Internet at <https://www.justice.gov/legal-careers/attorneys-vacancies>

For more information about the Criminal Division, please visit <http://www.justice.gov/criminal/>

Application Deadline:

Friday, February 10, 2017

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

Few

**ID:** 2394

## **Deputy Attorney General**

Office of the Attorney General for the District of Columbia  
(Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
\*AMENDED\*

This announcement has been amended to extend the closing date.

ANNOUNCEMENT NO: #17-005

POSITION TITLE:

Deputy Attorney General  
(Public Advocacy Division)

POSITION GRADE & SERIES: LX-02

SALARY RANGE: \$135,000 – \$160,000

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

OPENING DATE: October 24, 2016

CLOSING DATE: November 30, 2016

DURATION OF APPOINTMENT: At-Will

Senior Executive Attorney Service

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General  
for the District of Columbia  
441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia (OAG) is seeking candidates for the position of Deputy Attorney General for Public Advocacy. The Deputy is the lead attorney in the Public Advocacy Division. This is a new Division within OAG intended to focus and elevate the Office's affirmative public interest civil litigation practice. Because the Division is new, the Deputy will be responsible for helping to shape the Division and the nature of its work. Specific duties include managing the Housing and Community Justice Section (formerly the Neighborhood and Victim Services Section within the Public Safety Division), led by the Section's Chief. That Section works with community groups, tenant organizations, and District government agencies to address nuisance properties, litigates cases essential to protecting affordable housing and tenants' rights, and may expand to litigating cases to protect residents from other abuses such as wage theft. The Deputy is also responsible for directly managing the work of attorneys litigating in an array of public integrity arenas, including false claims, Medicaid fraud, antitrust, nonprofit organization abuses, and tuition fraud (formerly housed within the Public

Integrity Unit of the Public Interest Division). The Deputy is expected to create common policies and exploit synergies between various buckets of affirmative litigation already practiced, as well as to expand upon the work already done by these attorneys in a manner that serves the public interest. The Deputy works closely with the Attorney General and the Chief Deputy Attorney General in the planning, coordination and management of the OAG, including developing and implementing the vision for the Office's affirmative civil litigation work. The responsibilities of the Deputy for Public Advocacy include, but are not limited to:

- Establishing the Division, its policies, practices, and procedures, including:
  - o Consulting with the Chief Deputy Attorney General in the formulation of the Division's legal and policy objectives;
  - o Incorporating best practices from the affirmative litigation groups of other state attorney general offices;
  - o Developing practices that encourage testing novel legal strategies or categories of cases that seek to promote the public interest; and
  - o Developing policies, including internal procedures as well as potential regulation or legislation, to strengthen existing protections for District residents.

- Managing the litigation work of the Division, including:
  - o Establishing litigation priorities;
  - o Supervising the litigation practice of the Division, including all aspects of civil and criminal actions, investigations, negotiations, and resolutions. This includes personally managing the day to day activities of the public integrity attorneys, as well as supervising the Chief of the Housing and Community Justice Section in his or her management of the attorneys in that Section. The Deputy may also personally handle some litigation;
  - o Reviewing pleadings, motions, memoranda, and correspondence;
  - o Reviewing litigation outcomes to determine when appellate review may be needed; and
  - o Generating monthly case reports and other evaluative tools to the Attorney General and the Chief Deputy Attorney General.

- Managing the operations of the Division, including:
  - o Preparing annual budget requests and performing ongoing programmatic monitoring and reporting;
  - o Managing personnel, including support staff, in a manner that encourages professional development, employee satisfaction, and quality outcomes; and
  - o Otherwise managing the operation of the Division in compliance with OAG policies and procedures to ensure timely delivery of legal services on a daily and long-range basis.

- Other duties associated with leading the Division, including:
  - o Advising the Attorney General on legal issues within the Public Advocacy arena;
  - o Fielding complaints from the public;



- o Handling public speaking requests, press, and media inquiries;
- o Participating in relevant work groups or OAG special projects, continuing legal education, and other opportunities to expand or inform the Division's work;
- o Coordinating with other OAG Divisions on joint enforcement or other opportunities; and
- o Liaising, as needed, with members of the District of Columbia Council, members of the Executive, and other District officials on matters pertaining to the work of the Division.

The position is an at-will appointment by the Attorney General of the District of Columbia and is in the Senior Executive Attorney Service (SEAS). Compensation is set by the Attorney General on the LX-2 pay band using a multitude of factors, including prior managerial experience. The selected candidate is required to become a resident of the District of Columbia within 180 days of appointment and remain a District resident during the tenure of the appointment.

**QUALIFICATIONS:** The candidate must have at least 8 years of civil litigation experience, preferably in affirmative or otherwise public interest litigation, excellent oral and writing skills, and significant experience supervising legal work, including the day-to-day activities of attorneys and support staff. The candidate should have a creative orientation toward the law and bring innovative thinking to the ways in which OAG can expand its work to meet the needs of District residents.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick

leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her

immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 15, 2016

**Expiration Date:** November 30, 2016

**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington,  
District of Columbia 20001 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Arlyntha.Love@dc.gov](mailto:Arlyntha.Love@dc.gov)

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are

interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**ID:** 2386

## **Assistant Public Defender**

Public Defender Corporation (Clarksburg, WV)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** ASSISTANT PUBLIC DEFENDER position available immediately with the PUBLIC DEFENDER CORPORATION for the 15th Judicial Circuit, CLARKSBURG, WV. Position includes representation of adults charged with felony and misdemeanor offenses and juvenile delinquency and status offenders. Must be licensed by the West Virginia Bar. Salary based upon experience. Generous benefits package. EOE. Send cover letter and resume immediately to: Perry B. Jones, Chief Public Defender, 203 West Main Street Clarksburg, WV 26301. Application deadline December 9, 2016

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 10, 2016

**Expiration Date:** December 9, 2016

**Contact:** Mr. Perry B. Jones  
Chief Public Defender  
15th Jud. Cir. 215 S. Third Street Chase Tower  
West, #600 Morgantown West Virginia

**Resume Receipt:** E-mail

**Default email for resumes.:** [pjwvpd15@gmail.com](mailto:pjwvpd15@gmail.com)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Send cover letter and resume immediately to: Perry B. Jones, Chief Public Defender, 203 West Main Street Clarksburg, WV 26301. Application deadline December 9, 2016

**ID:** 2383

## **Legal Associate**

Cato Institute (Washington)

**Position Type:** Fellowship

**Practice Area(s):** All Practice Areas

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** The Cato Institute invites graduating law school students or recent law school graduates to apply for our Legal Associate Program at the Center for Constitutional Studies. Students are encouraged to pass the bar exam prior to beginning employment, though it is not required. Employment will begin in Summer 2017 and last for approximately one year. As this is a very competitive process, applicants are also encouraged to apply for internships with the Cato Institute at <https://www.cato.org/intern/>.

Legal Associates assist with projects such as Supreme Court amicus briefs, policy papers, and the Cato Supreme Court Review. Please indicate in your cover letter if you have access to outside funding, whether through your law school or elsewhere. We will accept applications through February 28 and will inform candidates of decisions by March 31.

Click link to apply  
<http://catoinstitute.applytojob.com/apply/W2k95P/Legal-Associate-Program>

**Desired Class Level:** 3L, LLM, Graduate/Alumni

**Posting Date:** November 8, 2016

**Expiration Date:** February 28, 2017

**Contact:** Anthony Gruzdis  
1000 Massachusetts Avenue NW, Washington District of  
Columbia 20001  
<http://www.cato.org>

**Resume Receipt:** Other (see below)

**How To Apply:** Click link to apply  
<http://catoinstitute.applytojob.com/apply/W2k95P/Legal-Associate-Program>

**ID:** 2382

## Attorney Advisor

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** ATTORNEY ADVISOR

SHARE

CRIMINAL DIVISION (CRM)

ASSET FORFEITURE AND MONEY LAUNDERING SECTION  
ATTORNEY

WASHINGTON, DC 20005

UNITED STATES

17-CRM-AFMLS-009

About the Office:

The Criminal Division of the U.S. Department of Justice is seeking experienced attorneys to fill two positions in the Policy Unit of the Asset Forfeiture and Money Laundering Section in Washington, DC.

The Asset Forfeiture and Money Laundering Section (AFMLS) leads the Department's asset forfeiture and anti-money laundering enforcement efforts. AFMLS provides leadership by: (1) prosecuting and coordinating complex, sensitive, multidistrict, and international money laundering and asset forfeiture investigations and cases; (2) providing legal and policy assistance and training to federal, state, and local prosecutors and law enforcement personnel, as well as to foreign governments; (3) assisting Departmental and interagency policymakers by developing and reviewing legislative, regulatory, and policy initiatives; and (4) managing the Department's Asset Forfeiture Program, including distributing forfeited funds and properties to appropriate domestic and foreign law enforcement agencies, as well as adjudicating petitions for remission or mitigation of forfeited assets.

Job Description:

The incumbent's responsibilities will include:

- Development and review of national policy initiatives and strategies on money laundering related issues with a focus on anti-money laundering and Bank Secrecy Act enforcement;
- Development of legislative initiatives and strategies, preparation of positions on legislation proposed by Congress, and preparation of responses to congressional inquiries on issues within the Section's area of expertise;
- Preparation of policy guidance and regulations relating to money laundering, including policies and regulations governing virtual currency;
- Represent AFMLS in dealings with the national money laundering community, regulatory community, interagency partners, and state and local partners, as well as outreach to the private sector; and

- Provide advice on strategic planning of public appearances and perform speech writing duties related to asset forfeiture and money laundering issues for the Assistant Attorney General, Deputy Assistant Attorney General, and Chief of AFMLS.

Qualifications:

Required Qualifications:

Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and must be an active member of the bar in good standing.

To qualify at the GS-15 grade level, applicants must also have four years of post J.D. legal experience, including one year of specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: working as a federal prosecutor on money laundering and asset forfeiture cases; experience formulating and drafting legal policy; and participating in inter-departmental working groups or taskforces.

Preferred Qualifications: Your qualifications will be further evaluated based upon the following competencies:

- Knowledge of anti-money laundering and asset forfeiture laws, processes and procedures.
- Ability to write legal policy in support of legislation or executive orders.
- Ability to represent the Section in Department, interagency, and other committees, groups, and task forces.

Salary:

Current salary and years of experience determine the appropriate salary level. The possible range for a GS-15 position is \$128,082 to \$160,300. (See <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/16Tables/html/DCB.aspx>)

Travel:

Travel will be required.

Application Process:

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.
2. Once you have an account, apply to the USAjobs vacancy:

<https://www.usajobs.gov/GetJob/ViewDetails/455191500>

Application Deadline:

Friday, November 25, 2016

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

2

Updated November 3, 2016

\* \* \*

Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 7, 2016

**Expiration Date:** November 25, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:  
The Application Package must be received by 11:59 PM,  
Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list  
of required documents can be found in the USAJobs  
announcement.

1. If you do not already have an account, please create a  
USAjobs account before applying Create an Account. You  
will be able to upload your resume and supporting  
documents and complete your profile prior to applying.

2. Once you have an account, apply to the USAjobs  
vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/455191500>

Application Deadline:  
Friday, November 25, 2016

Relocation Expenses:  
Relocation expenses are not authorized.

Number of Positions:  
2

**ID:** 2374

## **EPA Region 2 Attorney**

U.S. Environmental Protection Agency Region 2 (New York)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** Environmental Law Section

Nov 4, 2016

1. EPA Region 2 is hiring! Superfund Attorney  
Vacancy

Reply to Group  
Reply to Sender via Email

Nov 4, 2016 5:12 PM  
Marla E. Wieder, Esq.

### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY REGION 2 JOB ANNOUNCEMENT

The United States Environmental Protection Agency ("EPA"), Region 2, Office of Regional Counsel ("ORC"), is accepting applications for a staff attorney position in EPA's office in Manhattan. The position is in one of ORC's branches that handles legal matters arising under the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA," also known as the "Superfund" law).

**ABOUT REGION 2 AND ORC:** With close to 800 employees, Region 2 is one of ten EPA regional offices and covers the geographic area of New Jersey, New York, Puerto Rico, the U.S. Virgin Islands and eight tribal nations. The Office of Regional Counsel includes about 80 lawyers and provides legal support to the Region on both enforcement and counseling matters under the broad range of federal environmental laws, including the Clean Air Act, Clean Water Act, Safe Drinking Water Act, Resource Conservation and Recovery Act, Toxic Substances Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, and CERCLA. We also work collaboratively with state, tribal, and local governments to implement these environmental laws. Our attorneys represent the Agency in administrative proceedings and work with the

Department of Justice on cases brought in federal court. Region 2 offers a diverse and supportive work environment. Further information about Region 2 can be found at [www.epa.gov/aboutepa/epa-region-2](http://www.epa.gov/aboutepa/epa-region-2).

**DUTIES OF POSITION:** The staff attorneys in ORC's Superfund branches conduct negotiations, prepare administrative orders and settlement documents, provide legal counseling to the EPA Region 2 Superfund program office, prepare judicial litigation referral memoranda, work closely with the Department of Justice on specific matters that have been referred to the Department for litigation, and perform other functions to implement and enforce CERCLA. From time to time, the staff attorneys may also represent EPA in enforcement matters arising under the Emergency Planning and Community Right-to-Know Act or Section 112(r) of the Clean Air Act; such work may involve representing the Agency in adjudicative hearings.

**SALARY:** For this position, EPA is seeking recent law school graduates (2015 or 2016) and therefore, hiring will be at either the GS-11 or GS-12 level. At present, in the New York City area, the starting salaries for these grade levels are \$66,940 and \$80,234, respectively. The career ladder of this position extends to GS-14. The current salary table may be found at [www.opm.gov/policy-data-oversight/pay-leave/...](http://www.opm.gov/policy-data-oversight/pay-leave/)

Federal employment benefits are among the most comprehensive programs available anywhere. See [www.epa.gov/careers/salaries-and-benefits](http://www.epa.gov/careers/salaries-and-benefits).

**QUALIFICATIONS:** This vacancy is open to all qualified applicants. To qualify, an applicant must: (a) be a U.S. citizen; (b) have a law degree (LL.B. or J.D.) from an accredited law school; and (c) through academic courses, internships, work or other activities, have a demonstrated interest in environmental law and/or environmental protection. Applicants should have excellent written and oral communication skills and a strong interest in public service, especially in the mission of EPA.

To be considered at the GS-12 level, candidates must already be admitted to practice before the highest court of a state, the District of Columbia or the Commonwealth of Puerto Rico, and have one year of experience as a practicing attorney. Individuals who begin at the GS-11 level must either have been admitted to practice before the highest court of a state, the District of Columbia or the Commonwealth of Puerto Rico, or be admitted within 14 months of starting work with EPA.

A background security investigation will be required for all new hires. Appointment and continued employment will be subject to the applicant's completion of the security investigation and favorable adjudication. Failure to successfully meet

these requirements will be grounds for termination.  
EPA will not pay relocation expenses.

HOW TO APPLY: Applications must be submitted electronically by no later than November 30, 2016 to [simon.paul@epa.gov](mailto:simon.paul@epa.gov). The words "EPA Region 2 attorney position" should be included in the subject line of the email message.

Applications should include:

- A resume, including significant accomplishments, work experience, class rank or G.P.A., contact telephone numbers, and e-mail address.
- An unofficial transcript of law school grades.
- A cover letter explaining your interest in the position and highlighting any environmental experience or environmental law training.
- The name, address and telephone numbers of at least three professional or academic references.
- A short writing sample not to exceed ten pages.
- Proof of current state bar membership (or a statement that you are a 2016 J.D. graduate with bar membership pending).

Questions regarding this job announcement may be directed to Paul Simon at (212) 637-3152 or [simon.paul@epa.gov](mailto:simon.paul@epa.gov).

Marla E. Wieder  
Assistant Regional Counsel  
Office of Regional Counsel  
New York Caribbean Superfund Branch/ Regional  
Criminal Enforcement Counsel  
U.S. Environmental Protection Agency, Region 2  
290 Broadway, 17th Floor  
NY, NY 10007-1866  
[wieder.marla@epa.gov](mailto:wieder.marla@epa.gov)  
Office: 212-637-3184  
Fax: 212-637-3104  
AWL: 917-566-2740 (Tues/Fri)

[View Thread](#) [Recommend](#) [Forward](#)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 7, 2016

**Expiration Date:** November 30, 2016

**Contact:** Marla E. Wieder  
Assistant Regional Counsel  
290 Broadway 17th Floor, New York New York  
10007-1866

**Resume Receipt:** E-mail

**Default email for resumes.:** [Wieder.marla@epa.gov](mailto:Wieder.marla@epa.gov)

**Requested Document Notes:** HOW TO APPLY: Applications must be submitted electronically by no later than November 30, 2016 to [simon.paul@epa.gov](mailto:simon.paul@epa.gov). The words "EPA Region 2 attorney position" should be included in the subject line of the email message

**ID:** 2368

## Mid-Level Associate

Fletcher, Heald & Hildeth, PLC (Arlington, VA)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** MID-LEVEL ASSOCIATE POSITION

FLETCHER, HEALD & HILDRETH, PLC, Arlington, Virginia, is seeking a mid-level associate, with 2 – 5 years' experience, who is interested in practicing communications law in the Washington, DC area. We practice primarily before the Federal Communications Commission, but also have an extensive business, intellectual property, appellate and transactional practice. We represent radio and TV stations, high-tech entrepreneurs, wireless providers, wireline telephone companies, satellite services, microwave and power-line internet providers, radio astronomers, and many other companies before the FCC. We also represent clients before the U.S. Copyright Office and Patent and Trademark Office.

The firm was founded in 1936 and currently has 31 lawyers. Our website is at [www.fhhlaw.com](http://www.fhhlaw.com).

Candidates must have superior academic credentials, excellent writing skills and the interest and ability to work in a mid-size firm environment. We offer competitive salary opportunities and a full range of benefits. Please submit a resume and cover letter to [evans@fhhlaw.com](mailto:evans@fhhlaw.com).

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 7, 2016

**Expiration Date:** November 30, 2016

**Contact:** Ms. Joan P. George  
Assistant to Hiring Partner  
1300 North 17th Street 11th Floor, Arlington Virginia  
22209

**Resume Receipt:** E-mail

**Default email for resumes.:** [george@fhhlaw.com](mailto:george@fhhlaw.com)

**Requested Document Notes:** Candidates must have superior academic credentials, excellent writing skills and the interest and ability to work in a mid-size firm environment. We offer competitive salary opportunities and a full range of benefits. Please submit a resume and cover letter to [evans@fhhlaw.com](mailto:evans@fhhlaw.com).

**ID:** 2381

## **Trial Attorney**

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** TRIAL ATTORNEY

SHARE  
ENVIRONMENT AND NATURAL RESOURCES  
DIVISION (ENRD)  
LAND ACQUISITION SECTION  
ATTORNEY  
601 D STREET, NW  
WASHINGTON, DC 20004  
UNITED STATES  
ENRD-17-001EXC  
About the Office:

The Environment and Natural Resources Division ("ENRD") of the U.S. Department of Justice is seeking experienced litigators for its Land Acquisition Section ("LAS") in Washington, D.C. LAS is responsible for acquiring land and other real property on behalf of the United States through condemnation proceedings for purposes ranging from establishing national parks to creating military training facilities to expanding land ports of entry. Recent cases being handled by LAS include the acquisition of land to create and expand national parks and forests such as the Flight 93 National Memorial and the Florida Everglades National Park. LAS also has initiated hundreds of cases throughout the United States for military and national security reasons, including construction of land ports of entry and other border infrastructure such as the Peace Arch in Blaine, Washington, expansion of military training facilities in California and Louisiana, and storage of the nation's Strategic Petroleum Reserve. The legal and factual issues involved are often complex and can include the power of the United States to condemn under specific acts of Congress, ascertainment of the market value of property with millions of dollars at stake and applicability of land use regulations. LAS offers a tremendous opportunity for those interested in complex litigation involving discovery, motion practice, settlement and significant trial work. This position also offers an opportunity to work on title issues with expert witnesses, including appraisers, land use consultants and developers.

ENRD has continued to rank among the top 5 federal subcomponents for the past five years, holding the #1 slot for three years consecutively. Our office is conveniently located near the Navy Memorial/Archives Metro. A wide variety of shopping venues, the Verizon Center, museums, the National Mall, restaurants and coffee shops are all within



walking distance. We also offer access to an onsite fitness center.

To learn more about ENRD visit us at:  
[http://www.justice.gov/enrd/About\\_ENRD.html](http://www.justice.gov/enrd/About_ENRD.html)

**Job Description:**

Successful applicants will litigate complex cases associated with exercise of the United States government's power of eminent domain in federal district courts throughout the country. The Section is organized into teams in an effort to promote a collaborative and supportive environment. The Section's cases typically involve significant factual and expert discovery, a substantial motions practice, settlement negotiations and trial. This position will allow the selected applicants to utilize their legal research, writing and oral advocacy skills in all aspects of their assigned cases.

**Qualifications:**

Successful applicants must have the following:

at least two years of litigation and/or judicial experience to qualify for the GS-13 grade level;

at least three years of litigation and/or judicial experience to qualify for the GS-14 grade level;

at least five years of litigation and/or judicial experience to qualify for the GS-15 grade level;

In addition to the above qualifications, applicants must possess a J.D. degree; be an active member of the bar (any jurisdiction); and be a U.S. citizen.

In addition, qualified applicants must demonstrate the ability to work well in a collaborative, team-oriented environment, outstanding legal writing skills, and a commitment to the highest ethical and professional standards. Experience in civil litigation involving real property and work with expert witnesses is desirable, but not necessary.

If selected you may be subject to: pre-employment urinalysis, successful completion of a background investigation and completion of the required probationary period.

**Salary:**

The possible salary range is GS-13 (\$92,145 - \$119,794), GS-14 (\$108,887 - \$141,555) and GS-15 (\$128,082 - \$160,300) per annum. Experienced attorneys with a minimum two to three years litigation experience is desired. This is a permanent position.

**Travel:**

Travel is required at least 25% of the time or greater.

**Application Process:**

Applicants must submit a current resume and a writing sample by email to ATTYAPPLY-

LAS.ENRD@USDOJ.GOVEmail links icon

If email submission is not possible, please forward your application materials to the following address:  
U.S. Department of Justice  
Environment and Natural Resources Division  
Land Acquisition Section  
P.O. Box 561, Ben Franklin Station  
Washington, DC 20044-0561  
Attention: Barry Weiner, Deputy Section Chief.

No telephone calls please.

Application Deadline:  
Thursday, December 8, 2016  
Relocation Expenses:  
Relocation expenses will not be paid.  
Number of Positions:  
2  
Updated November 2, 2016  
\* \* \*

#### Department Policies

**Equal Employment Opportunity:** 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 other 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.

**Reasonable Accommodations:** 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.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with

targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to [resume@benderconsult.com](mailto:resume@benderconsult.com) Email links icon and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at [www.benderconsult.com](http://www.benderconsult.com) [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of DPOCs.

**Suitability and Citizenship:** 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.

**Veterans:** 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).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. 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.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 7, 2016

**Expiration Date:** December 8, 2016

**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Richard.L.Parker2@usdoj.gov](mailto:Richard.L.Parker2@usdoj.gov)

**Requested Document Notes:** Application Process:  
Applicants must submit a current resume and a writing sample by email to ATTYAPPLY-LAS.ENRD@USDOJ.GOV Email links icon

If email submission is not possible, please forward your application materials to the following address:  
U.S. Department of Justice  
Environment and Natural Resources Division  
Land Acquisition Section  
P.O. Box 561, Ben Franklin Station  
Washington, DC 20044-0561  
Attention: Barry Weiner, Deputy Section Chief.

No telephone calls please.

Application Deadline:  
Thursday, December 8, 2016  
Relocation Expenses:  
Relocation expenses will not be paid.  
Number of Positions:  
2

**ID:** 2377

## **HARRITY PATENT ASSOCIATE TRAINEE PROGRAM**

Harrity & Harrity, LLP (Fairfax, VA)

**Position Type:** Full-time

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** Harrity & Harrity is hiring for its successful training program for new patent attorneys who are looking for an opportunity to get their foot in the door at a patent law firm and prove that they have what it takes to be a superstar patent associate. Our patent associate trainee program provides in-depth training in patent application drafting with the potential to become a full-time associate with our firm. The patent associate trainee program is a temporary position with our firm for about six (6) months, during which time, you will be trained in the skills that are needed to prepare high quality patent applications for leading technology companies.

To qualify for this position, you **MUST** be able to write well. Also, you **MUST** have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well.

Should you successfully complete the training program, there is a strong possibility that you would be offered a full-time associate position with our firm. First year full-time associates at Harrity & Harrity earn higher salaries than their peers at other patent firms. The salary potential, for your first full year of employment as a full-time professional, is \$200K+.

To apply for this position, submit a resume and a cover letter explaining why you would be a good candidate for the program to [pat@harrityllp.com](mailto:pat@harrityllp.com).

To qualify for this position, you **MUST** be able to write well. Also, you **MUST** have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well.

**Desired Class Level:** 2L, 3L, Graduate/Alumni

**Posting Date:** November 3, 2016

**Expiration Date:** December 31, 2017

**Contact:** Jazmine Hitt  
11350 Random Hills Road Suite 600, Fairfax Virginia  
22030

**Resume Receipt:** E-mail, Accumulate Online

**Default email for resumes.:** [pat@harrityllp.com](mailto:pat@harrityllp.com)

**Additional Documents:** Cover Letter

**ID:** 2360

## Openings for Multiple Positions

DPS Land Services, LP (Canonsburg, Pennsylvania)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** Abstractor/Title Researcher – Conduct extensive title research compiling deeds, leases, judgments, mortgages and other encumbrances to generate reports or abstracts on the oil and gas ownership underlying properties in OH, WV, and PA. Abstracting is a learned research skill utilizing expertise in property, estates and trusts, and contract law. Abstracting work is conducted using the county courthouses and online resources.  
Landman/Leasing Agent – Conduct negotiations with mineral owners in the Tri-State area in order to acquire oil and gas leases or mineral purchases for major oil and gas operators. Serve as a liaison between oil and gas companies and oil and gas and/or real estate owners. Landman are experts in negotiations and contract drafting with great interpersonal and business skill sets.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 3, 2016

**Expiration Date:** December 30, 2016

**Contact:** Brandy L. Hopkins  
6000 Town Center Blvd Suite 145 Canonsburg,  
Pennsylvania 15317 United States  
<http://www.dpslandservices.com>

**Resume Receipt:** E-mail

**Default email for resumes.:** [bhopkins@dpslandservices.com](mailto:bhopkins@dpslandservices.com)

**ID:** 2362

## Litigation Associate

Clark Hill PLC (Chicago, IL)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Clark Hill has a revised posting for a position we are looking to fill quickly, and we are hoping that your alumni network might be interested! While we always post our open positions to our website (<http://www.clarkhill.com/pages/attorney-opportunities>), there is a position presently open in our Morgantown, WV office that we are particularly eager to fill. I am hoping that you can help me to post this position to your alumni job board or with your alumni job seekers list. Specific details follow:

- Duration of posting: ASAP through 12/31/16
- Applications to be sent directly to me (no digesting or packet from school or Symplicity)
- Contact me with any questions (please find my contact information in my signature block below)
- Details on the position:

Litigation Associate – Morgantown, WV

Clark Hill PLC is seeking a litigation attorney with 2-4 years of experience for its insurance defense litigation practice in Morgantown. All candidates must have the following experience: trial preparation and courtroom experience, including file responsibility, motion practice, and deposition experience; substantive second chair experience; strong advocacy, research, writing, and negotiation skills; and strong academic credentials. Successful candidates must be detail-oriented, organized, and should possess a solid work ethic. Strong interpersonal and communication skills are also required. Experience working with Relativity is a strong plus. All candidates must be licensed to practice law in the State of West Virginia. Candidates also licensed in the Commonwealth of Pennsylvania preferred. Interested candidates should provide a cover letter, resume, law school transcript, and writing sample to Kate Casale MacNally, Legal Recruiter, at [recruiting@clarkhill.com](mailto:recruiting@clarkhill.com). Please include "Morgantown Litigation Associate" in the subject line of the submission email. (Placements through external recruiters will not be considered at this time.)

Many thanks,  
Kate

Katherine ("Kate") Casale MacNally, Esq.  
Legal Recruiter  
CLARK HILL PLC  
130 East Randolph Street, Suite 3900 | Chicago, IL  
60601  
312.985.5564 (Direct) | 312.985.5981 (Fax) |



312.415.7701 (Cell)

KCasale@clarkhill.com | www.clarkhill.com

**\*\*PLEASE NOTE OUR NEW ADDRESS AS OF  
MONDAY, OCTOBER 3, 2016\*\***

LEGAL NOTICE: This e-mail, along with any attachment(s), is considered confidential and may be legally privileged. If you have received it in error, please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy it or use it for any purposes, or disclose its contents to any other person. Thank you for your cooperation.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 1, 2016

**Expiration Date:** December 31, 2016

**Contact:** Katherine Casale MacNally  
Esq  
130 East Randolph Street Suite 3900, Chicago  
Illinois 60601

**Resume Receipt:** E-mail

**Default email for resumes.:** [KCasale@clarkhill.com](mailto:KCasale@clarkhill.com)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

**Requested Document Notes:** . Interested candidates should provide a cover letter, resume, law school transcript, and writing sample to Kate Casale MacNally, Legal Recruiter, at recruiting@clarkhill.com. Please include "Morgantown Litigation Associate" in the subject line of the submission email. (Placements through external recruiters will not be considered at this time.)

**ID:** 2357

## **Staff Attorney**

Animal Legal Defense Fund (California )

**Position Type:** Full-time

**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)

**Description:** Staff Attorney

Animal Legal Defense Fund

Location/Contact:

Attn: Wendy Cromwell, Paralegal

E-mail: [wcromwell@aldf.org](mailto:wcromwell@aldf.org)

Animal Legal Defense Fund

525 E. Cotati Ave.

Cotati, CA 94931

Position Objectives:

An ALDF Staff Attorney is responsible for the day-to-day litigation of ALDF's civil caseload, proactively developing new cases, assisting with ALDF's legislative needs, as well as representing the organization out of the courtroom. He or she will work closely with the Director of Litigation as well as ALDF's other Staff Attorney and Litigation Fellows.

Description:

To represent ALDF in its civil strategic impact litigation, to develop new theories and cases, to assist with legislative needs, and to otherwise represent ALDF. He or she will:

- Research and develop legal theories and strategies for lawsuits
- Research and develop fact patterns for lawsuits
- File and handle lawsuits
- Oversee drafting, editing and submission of amicus curiae briefs on behalf of ALDF.
- Assist with the review and development of legislation
- Coordinate and collaborate with Criminal Justice Program staff on cases that have, or could have, both civil and criminal components.
- Coordinate, as needed, with Animal Law Program staff.
- Prepare and deliver presentations for professional conferences, fundraising events, etc. when needed
- Work with Communications and other departments to answer questions on civil legal issues and procedures, and to propose, draft, proof read and/or edit content on cases and legal developments for ALDF website, blogs, e-Update, e-alerts, newsletters, donor mailings, etc.
- Provide in-house expertise for staff on questions concerning Litigation Program cases, animal law civil cases in general and civil procedures and legal strategy.

Qualifications:

Must have a Juris Doctor degree, excelled in law school, and be admitted to practice law in at least

one state.  
Must have a minimum three years litigation experience.  
Must have excellent organizational and prioritization skills and be able to meet deadlines.  
Must have excellent written and verbal communication skills.  
Must be "computer literate" and have experience with basic software application, including, Outlook, Word, Excel and internet browsers.  
Must understand and be committed to the mission of the Animal Legal Defense Fund.  
Must have excellent references relevant to similar positions held.  
Must have a positive attitude and be able to work cooperatively with others and function well in a team-oriented work environment.  
Must have excellent interpersonal skills and be able to communicate effectively with members, supporters, co-workers, etc.  
Travel required.  
Term of Employment: Full-time

Reports to: Director of Litigation

**Salary and Benefits:**

Salary: \$65,000. Excellent benefits package. Casual office environment includes companion animals.

**How to Apply:** Applicants should email a cover letter, resume [including Bar registration number(s)], law school transcripts, legal writing sample, and the names and phone numbers of three professional references to the attention of Wendy Cromwell at the above address. Please send as one PDF file. Applications may also be mailed, however email is preferred.

**Position Location and Application Period:** The Staff Attorney will be based at ALDF's headquarters in Cotati, California. Applications will be accepted through Nov. 1, 2016; the position will begin no later than Dec. 1, 2016.

Location: Cotati, California

Contact  
Wendy Cromwell  
wcromwell@aldf.org

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 1, 2016

**Expiration Date:** December 1, 2016

**Contact:** Wendy Cromwell  
Paralegal  
525 East Cotati Avenue Cotati, California 94931  
United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [wcromwell@aldf.org](mailto:wcromwell@aldf.org)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample,

#### Other Documents

**Requested Document Notes:** How to Apply: Applicants should email a cover letter, resume [including Bar registration number(s)], law school transcripts, legal writing sample, and the names and phone numbers of three professional references to the attention of Wendy Cromwell at the above address. Please send as one PDF file. Applications may also be mailed, however email is preferred.

**ID:** 2306

## Assistant Dean For Career Services

WVU

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Description

The College of Law at West Virginia University is seeking applications for an Assistant Dean for Career Services. This position is responsible for leading all aspects of a comprehensive Career Services program. This experienced professional must be visionary, strategic, creative, energetic, personable and an effective day-to-day manager of career services initiatives to complement the College's mission, vision and strategic plan. The Assistant Dean manages a staff which includes an Assistant Director.

In order to be successful in this position, the ideal candidate will:

Lead the strategic planning, assessment, and evaluation of career services initiatives.

Design and execute a strategy to support students' career development goals, including an ambitious program of soliciting and developing job opportunities, developing progressive programming, and providing proactive career counseling.

Conduct outreach to expand job opportunities for students through a concerted program of employer development, including personal visits, annual mailings, telephone contact, and website and other marketing strategies.

Create and conduct educational programming, workshops and seminars on the legal profession, career opportunities and job search techniques.

Counsel students and alumni regarding career planning, goals, options and opportunities, as well as job search strategies.

Engage in a variety of writing and editing projects, including a strategic marketing plan, web content, presentations, policies, cover letters and resumes.

Utilize assessment techniques and analyze data impacting the effectiveness and efficiency of career services initiatives.

### Qualifications

Master's degree or equivalent degree in a related field

A minimum of eight (8) years of demonstrated progressive experience in higher education, legal recruiting or other relevant experience

A Juris Doctor degree with a minimum of five (5) years of demonstrated progressive experience in higher education or legal recruiting or other relevant experience (JD is strongly preferred, but not required)

Excellent oral and written communication skills are a must, as well as demonstrated strong analytical, organizational and interpersonal skills

A strong commitment to student success is required to thrive in this team-centered environment

## Requirements

Background check

## About WVU

At West Virginia University, we pride ourselves on a tireless endeavor for achievement. We are home to some of the most passionate, innovative minds in the country who push their limits for the sake of progress, constantly moving the world forward. Our students, faculty and staff make this institution one of the best out there, and we are proud to stand as one voice, one university, one WVU. Find out more about your opportunities as a Mountaineer at <http://hr.wvu.edu/>.

West Virginia University is an Equal Opportunity/Affirmative Action Employer and the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff and students, and invites applications from all qualified individuals, including minorities, females, individuals with disabilities and veterans.

To apply go to:

<https://wvu.taleo.net/careersection/staff/jobdetail.ftl?>

Job Posting: Oct 27, 2016

Posting Classification: Non-Classified

Exemption Status: Exempt

Benefits Eligible: Yes

Schedule: Full-time

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 27, 2016

**Expiration Date:** January 1, 2017

**Contact:** Human Res

,

**Resume Receipt:** Accumulate Online, Other (see below)

**How To Apply:** GO TO:

[https://wvu.taleo.net/careersection/staff/jobdetail.ftl?job=04364&lang=en&media\\_id=45280&src=HigherEdJobs](https://wvu.taleo.net/careersection/staff/jobdetail.ftl?job=04364&lang=en&media_id=45280&src=HigherEdJobs)

**Additional Documents:** Unofficial Transcript, Other Documents

**Requested Document Notes:** The final candidate(s) will be required to submit academic transcripts and background check. References to include current and/or previous supervisor(s).

**ID:** 2363

## **Judicial Clerk**

26th Judicial Circuit of West Virginia

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Judicial Clerkship 26th Judicial Circuit (Lewis County)

Available January 2017

Judge Kurt Hall is seeking a judicial clerk for his chambers to begin in January 2017. In addition to being a former Circuit Court Judge, Mr. Hall was also formerly an Assistant Prosecutor in Randolph, Harrison and Lewis Counties.

**Desired Class Level:** 3L, LLM, Graduate/Alumni

**Posting Date:** October 25, 2016

**Expiration Date:** November 22, 2016

**Contact:** Mr. Kurt Hall  
Judge  
117 Court Avenue Weston, West Virginia 26452

**Resume Receipt:** Other (see below)

**How To Apply:** To apply please forward a resume, cover letter, writing sample and transcript, as soon as possible, to:

Judge Kurt Hall  
53 Ridgeview Estates Dr.  
Jane Lew, WV 26378

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

**ID:** 2349

## **Product Tort and Insurance Litigation Associate**

Frost Brown Todd, LLC (Louisville, KY )

**Position Type:** Full-time

**Practice Area(s):** Insurance, Litigation

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Frost Brown Todd LLC, one of the largest regional law firms in the Midwest and one of the 150 largest law firms in the United States, seeks a litigation associate for the Charleston, West Virginia office. The candidate should have 3-5 years of experience to support our Product, Tort and Insurance Litigation Practice Group with depositions, hearings and drafting pleadings. More experienced candidates will also be considered. Applicants must have a strong academic record and excellent research and writing skills. Please visit our web page and use the "self-apply" feature at <http://www.frostbrowntodd.com/careers-openings-attorneys.html> to submit your application. Frost Brown Todd LLC is an equal opportunity employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 25, 2016

**Expiration Date:** December 27, 2016

**Contact:** Ms. Sonya Yadon  
Attorney Recruiting and Development Manager  
400 West Market Street 32nd Floor, Louisville Kentucky  
40202-3363

**Resume Receipt:** Other (see below)

**How To Apply:** <http://www.frostbrowntodd.com/careers-openings-attorneys.html>

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 2348



## **Executive Director**

West Virginia Association of Counties ( Charleston, WV)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** POSITION ANNOUNCEMENT

### **EXECUTIVE DIRECTOR**

The West Virginia Association of Counties is seeking to hire an Executive Director to provide exemplary leadership to the organization and its dedicated staff and Board of Directors. WVACo is strongly committed to the recruitment and selection of employees without regard to race, color, religion, sex, national origin, age, or disability.

#### **Qualifications:**

- Bachelor's Degree; Masters preferred
- Five or more years of proven executive leadership and management experience
- Five or more years of experience in the field of government relations
- Strong communication skills, including verbal, written, and public speaking
- Excellent organizational and planning skills
- Ability to multitask and prioritize workload
- Knowledge of county government
- Demonstrated ability to oversee staff and work in team-based environment
- Self-motivated work ethic
- Proficient computer skills
- Must be able to travel in-state and some out-of-state travel

#### **Salary/Benefits:**

Salary commensurate with experience and other qualifications.

Benefit package includes WV Public Employees Insurance Agency (PEIA), WV Public Employees Retirement System (PERS), Paid Annual & Sick Leave, WVACo County Dental/Vision Benefit Plan.

#### **Application Process and Deadline for Submission:**

Interested and qualified candidates should submit a cover letter addressing the requirements and preferred qualifications, a current resume', a list of three to five professional references, and salary expectation or requirement.

#### **Send to:**

Leckta Poling, WVACo President & Chair of Executive Search Committee  
2026 Kanawha Boulevard, East  
Charleston, WV 25311

Electronic submissions may be sent to:

wvcounties@gmail.com

Deadline for applications is Nov.30th, 2016

Please, no phone calls. For more information about the organization, go to [www.wvcounties.org](http://www.wvcounties.org)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 10, 2016

**Expiration Date:** November 30, 2016

**Contact:** Leckta Poling  
President & Chair  
2026 Kanawha Boulevard East, Charleston West  
Virginia 25311

**Resume Receipt:** E-mail

**Default email for resumes.:** [wvcounties@gmail.com](mailto:wvcounties@gmail.com)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Application Process and Deadline for Submission:  
Interested and qualified candidates should submit a cover letter addressing the requirements and preferred qualifications, a current resume', a list of three to five professional references, and salary expectation or requirement.

**ID:** 2328

## **Attorney, Client Manager – Inside**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** Attorney, Client Manager - Inside

Are you ready to put your law degree to work in a business setting with excellent work/life balance? As Client Manager, you will work with market leading products/solutions (i.e. Westlaw Next) and develop relationships with legal customers. The Client Manager retains and grows revenue by leveraging their Juris Doctorate and practical experience. In this role, we offer a structured career path, where you will be able to drive your own success! In addition, this position provides flexibility, progressive development structure, an outstanding benefits package.

### Success Factors:

Increase customer retention and grow revenue by conducting training sessions, account reviews, and product demos

Develop a virtual presence via phone and web-based communications, with an opportunity to leverage your legal knowledge

Willingness to develop and deploy negotiation skills while negotiating contracts and disputes

Achieve assigned metrics through performance and engagement with Thomson Reuters business partners  
Educate Law Firm, Government, and Corporate customers with cutting edge legal trends

### Qualifications

#### Qualifications:

Juris Doctorate required

Customer service or sales experience preferred

Strong oral, written communication, and presentation skills

Thomson Reuters ranks in The 25 Big Companies with the Best Work-Life Balance

<http://www.forbes.com/pictures/efkk45ejigd/no-24-thomson-reuters/>

At Thomson Reuters, we believe what we do matters. We are passionate about our work, inspired by the impact it has on our business and our customers. As a team, we believe in winning as one - collaborating to reach shared goals, and developing through challenging and meaningful experiences. With over 60,000 employees in more than 100 countries, we work flexibly across boundaries and realize innovations that help shape industries around the world. Making this happen is a dynamic, evolving process, and we count on each employee to be a catalyst in driving our performance - and their own.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

Intrigued by a challenge as large and fascinating as the world itself? Come join us.

To learn more about what we offer, please visit [careers.thomsonreuters.com](http://careers.thomsonreuters.com). More information about Thomson Reuters can be found on [thomsonreuters.com](http://thomsonreuters.com).

According to the U.S. Citizenship and Immigration Services (USCIS), the H-1B visa cap has been met for the 2016 fiscal year (October 1, 2015-September 30, 2016).

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 5, 2016

**Expiration Date:** December 5, 2016

**Contact:** Mr. Robert A. Duncan  
Duncan  
610 Opperman Drive Eagan, Minnesota 55123 United States  
<http://www.thomsonreuters.com>

**Resume Receipt:** Other (see below)

**How To Apply:** <https://goo.gl/QNKtfi>

**ID:** 2210

## Reference Attorney

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Are you interested in being a go-to legal research expert trusted by professionals around the world?

We are hiring bar-admitted attorneys who are dependable to their core and have the grit and tenacity to assist and educate legal and corporate professionals world-wide. Our attorney agents play an important role in the global support of Thomson Reuters' products, with a primary focus on our flagship product Westlaw, the world's leading provider of information to the legal and business communities. If you excel at legal research, digging for answers, finding creative solutions to difficult issues and partnering with professionals, you may have what it takes to succeed as a Reference Attorney.

Reference Attorneys work in a fast-paced, high-volume contact center that continuously evolves to meet the demands of our customers while maintaining an industry-leading level of service. Customer satisfaction, retention, and loyalty drive our interactions, and our customers include top law firms, government agencies, and global corporations. We also partner closely with our sales and account management, editorial, and product development teams to connect our customers' needs with our business objectives.

Every day brings a new challenge as Reference Attorneys research relevant and cutting-edge issues. We are expert legal researchers and use our knowledge of and experience with the practice of law and the legal process and legal industry to help our customers find the answers they need. Reference Attorneys take pride in their research and problem-solving abilities and work hard to educate our customers on how to get the most out of Thomson Reuters' products.

Reference Attorney shifts offer flexibility that makes it easy to strike a work/life balance. Because we assist customers in real-time, Reference Attorneys never have to take work home. All Reference Attorneys are based at the Thomson Reuters Minnesota office in the Twin Cities metro area. The location offers an excellent quality of life, access to great education, and a vibrant arts scene.

If you think you have the right combination of skills and personality to deliver excellent customer service to customers with high expectations, apply now. We cannot promise it will be easy, but we can promise you will gain valuable skills and experience working on behalf of the world's leading information company.

Thomson Reuters is the leading source of intelligent information for the world's businesses and professionals. We combine industry expertise with innovative technology to deliver critical information to leading decision makers in

the financial and risk, legal, tax and accounting, intellectual property and science and media markets, powered by the world's most trusted news organization.

## Qualifications

### Requirements

J.D. from U.S. accredited law school and bar admission from any state

Excellent communication and customer service skills

Computer and online systems proficiency with ability to multitask while supporting customers via phone, live chat, and email

Open to feedback and working closely with management and training staff for continuous growth and development

### Desired Skills/Experiences

1 – 2 years of prior legal experience preferred but not required

Prior customer service experience is helpful, but the key to success is the ability to:

Take ownership of difficult issues with confidence and definitive solutions

Proactively take initiative to seek creative solutions while balancing business interests

Be expressive, genuine, and friendly while working in a customer-facing role

The Reference Attorney position is a great entry point to Thomson Reuters and offers long-term career options. Reference Attorney managers actively support their team members' career aspirations within in the department and throughout the company. Reference Attorneys have successfully made career transitions to multiple areas within Thomson Reuters, including Sales & Account Management, Training & Education Development, Legal Product & Editorial, Marketing, and Findlaw. Successful completion of initial training and demonstrated competence of reference attorney expectations is required for movement within department. Thomson Reuters requires one-year service commitment before being eligible to post to other departments.

At Thomson Reuters, we believe what we do matters. We are passionate about our work, inspired by the impact it has on our business and our customers. As a team, we believe in winning as one - collaborating to reach shared goals, and developing through challenging and meaningful experiences. With over 60,000 employees in more than 100 countries, we work flexibly across boundaries and realize innovations that help shape industries around the world. Making this happen is a dynamic, evolving process, and we count on each employee to be a catalyst in driving our performance - and their own.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran

status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

Intrigued by a challenge as large and fascinating as the world itself? Come join us.

To learn more about what we offer, please visit [careers.thomsonreuters.com](http://careers.thomsonreuters.com).

More information about Thomson Reuters can be found on [thomsonreuters.com](http://thomsonreuters.com).

According to the U.S. Citizenship and Immigration Services (USCIS), the H-1B visa cap has been met for the fiscal year.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 5, 2016

**Expiration Date:** December 5, 2016

**Salary Range:** 40,000 - 49,999

**Contact:** Mr. Robert A. Duncan  
Duncan

610 Opperman Drive Eagan, Minnesota 55123 United States

<http://www.thomsonreuters.com>

**Resume Receipt:** Other (see below)

**How To Apply:** <https://goo.gl/6DYJgb>

**ID:** 2207

## **Clerkship**

18th Judicial Circuit - Preston County (Kingwood)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:**

For this opening to begin August 2017 with Judge Lawrance Miller at the 18th Judicial Circuit Court in Kingwood, Preston County, WV.

**Desired Class Level:** 3L, LLM, Graduate/Alumni

**Posting Date:** October 4, 2016

**Expiration Date:** December 1, 2016

**Contact:** Lawrance Miller  
Judge

**Resume Receipt:** Other (see below)

**How To Apply:** Apply via  
[http://www.courtswv.gov/jobs\\_clerks.html](http://www.courtswv.gov/jobs_clerks.html)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

**ID:** 2323



## **Associate Attorney**

Hawkins Parnell Thackston & Young LLP (Charleston, WV)

**Position Type:** Full-time

**Practice Area(s):** Litigation

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Hawkins Parnell Thackston & Young LLP is seeking an entry level associate for its Charleston, West Virginia, office. Applicant must have excellent legal writing and research skills, as well as the ability to work in a fast-paced environment. Candidates with moot court or law journal experience preferred. Top-third class ranking preferred. We are accepting applications from current graduates and 3Ls graduating in May 2017.

**Desired Class Level:** 3L, LLM, Graduate/Alumni

**Posting Date:** October 1, 2016

**Expiration Date:** January 31, 2017

**Contact:** Kelly Calder Mowen  
109 Capitol Street Suite 1000, Charleston West  
Virginia 25301  
<http://www.hptylaw.com/>

**Resume Receipt:** E-mail

**Default email for resumes.:** [kmowen@hptylaw.com](mailto:kmowen@hptylaw.com)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

**ID:** 2309

## **WVA Attorneys: Work from Home or Supplement Current Client Base**

Dunlap Bennett & Ludwig PLLC (Leesburg, VA)

**Position Type:** Part-time

**Practice Area(s):** Intellectual Property

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** Dunlap Bennett & Ludwig, recently voted the best law firm in Northern Virginia, is seeking to hire an energetic, personable associate attorney with excellent customer service skills and a positive attitude for a unique and flexible part time attorney position. To be considered, applicants MUST be admitted to the West Virginia Bar, in good standing with no disciplinary history, and have at least 1 to 5 years of relevant legal experience. Applicants must be willing to work independently, demonstrate exceptional customer service skills.

The position is part time, with a flexible commitment level and offers a flexible schedule. The position involves providing 30-minute phone consultations to subscribers of a legal services plan covering the State of West Virginia, in the following areas of law:

- Small business/corporate
- Entity formation & Start-up issues
- Basic intellectual property questions (copyright & trademark)
- Wills, Trusts & Estates
- Divorce, family law, child custody
- General contracts advice

Basic training can be provided if prior experience is lacking in one or more of the above areas, but some relevant experience is required. A broad understanding of basic business law and the ability to efficiently conduct phone consultations in a friendly and professional manner is essential to performing well in this position.

TO APPLY: PLEASE EMAIL ALL OF THE FOLLOWING:

- (1) A cover letter highlighting any relevant experience;
- (2) A current resume;
- (3) Three professional references;
- (4) Your preference for full or part-time and the approximate hours per day you are available for work; and
- (5) Your earliest available start date

Thank you in advance for your interest in applying.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 30, 2016

**Expiration Date:** December 31, 2016

**Contact:** Tim OMeara

Assistant Controller  
211 Church Street SE Leesburg, Virginia 20175  
<http://www.dblawyers.com/>

**Resume Receipt:** E-mail

**Default email for resumes.:** [careers@dbl律yers.com](mailto:careers@dbl律yers.com)

**Additional Documents:** Cover Letter

**Requested Document Notes:** (1) A cover letter highlighting any relevant experience;  
(2) A current resume;  
(3) Three professional references;  
(4) Your preference for full or part-time and the approximate hours per day you are available for work; and  
(5) Your earliest available start date

**ID:** 2318

## Legal Application Analyst (Legal Editor)

Adecco Group - Third Party Recruiter for Westlaw

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Adecco Group, a world leader with the recruitment of office professionals is currently recruiting for short term Legal Application Analyst (Legal Editor) in Eagan, MN with our client, a leader in their industry.

The Legal Application Analyst (Legal Editor) will be provide legal interpretation and expertise (analysis, research, and features creation) to support the development of online functionality and infrastructure, ensuring that systems deliver intended results to customers.

Areas of accountability will include:

- Production Functions (70%): Create, modify, test, and maintain queries against Westlaw data for topical view databases and collection set based category pages for Westlaw; troubleshoot errors in topical content databases
- Quality Control and Verification (30%): Elicits from and verifies requirements with internal customers. Verification of own work for accuracy and completeness. Analyzes, researches and resolves quality errors.

Legal Application Analyst (Legal Editor) Requires:

- J.D. Degree from an American Bar Association approved law school
- Demonstrated strong legal research, writing, and analytical skills along with solid judgment.
- Ability to interpret, analyze, and organize detailed legal material
- Technical skills and aptitude for computer applications and systems such as word processing and file management applications
- Demonstrated proficiency in applications/systems used by the team (examples include MS Office and Westlaw and Boolean search syntax)
- Ability to prioritize and stay focused while dealing with multiple assignments and tasks
- Demonstrated process, product, and systems knowledge, and teamwork
- Actively participate in and contribute to team or content center projects and initiatives
- Demonstrated knowledge of legal terminology and court legislative and regulatory levels
- Excellent written and verbal English and communication skills, including composition/grammar, vocabulary, spelling and punctuation skills with the ability to communicate effectively
- Strong learning agility, able to learn quickly and

apply knowledge to increasingly complex and changing work

- Detail-oriented with an aptitude for analysis and problem solving on an individualized level and within the context of a team environment
- Ability to work with team members, contacts from other teams, departments, virtual and off-site teams/vendors or sourcing partners effectively

Must Have Skills:

- Internet Research
- SEO
- Adobe
- MS Office
- West Law

40h/week 8am to 5pm Monday - Friday

**Desired Class Level:** 3L, LLM, Graduate/Alumni

**Posting Date:** September 23, 2016

**Expiration Date:** December 31, 2016

**Contact:** Crystal Thaxton  
Resource Delivery Consultant

**Resume Receipt:** E-mail

**Default email for resumes.:** [crystal.thaxton@adeconna.com](mailto:crystal.thaxton@adeconna.com)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Cover letter need only list that you are a WVU Law Student or Alum applying for the Legal Application Analyst (Legal Editor) position. Just a simple statement not a standard cover letter.

**ID:** 2302

## **West Virginia State Counsel**

Old Republic National Title Insurance Company (Independence, Ohio)

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** Old Republic National Title Insurance Company is seeking a recent law school graduate to fill the position of west Virginia State Counsel. The successful candidate will work out of our State office in Morgantown, This would be a full-time position with a competitive salary and benefits package.

The primary responsibility of State Counsel is to provide underwriting advice and direction to our network of West Virginia title agents in determining the marketability and insurability of title to real estate situated in the State of West Virginia. This would involve not only transactions pertaining to residential real estate but also the more sophisticated commercial and energy-related projects in which we are involved. Beyond a solid knowledge of West Virginia real estate law, practices and principles, we need someone with strong analytical skills who can balance the law with practical risks claims administration which may include attending court hearings and mediations as a representative of Old Republic Title. Drafting agency agreements and ancillary legal documents also will be part of State Counsel's responsibilities. Accordingly, State Counsel must possess excellent verbal and written communication skills. we require the successful candidate to be admitted to the West Virginia State Bar. We recognize the field of potential applicants will likely include students who graduated earlier this year, sat for the Bar Exam this summer, and are waiting on the results. We have no problem in hiring someone while the bar admission process is pending. Should you need additional information regarding the available position and/or its responsibilities, or our Company, please not not hesitate to contact us.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 16, 2016

**Expiration Date:** December 16, 2016

**Contact:** Mr. Robert Wasserman  
First Vice President  
Corporate Plaza II Suite 290, 6480 Rockside Woods  
South Independence Ohio

**Resume Receipt:** E-mail

**Default email for resumes.:** [rwasserman@oldrepublictitle.com](mailto:rwasserman@oldrepublictitle.com)

**Additional Documents:** Cover Letter

**ID:** 2296

## **Experienced Attorney**

McClelland Legal Search (Pittsburgh)

**Position Type:** Full-time

**Geographic Preference:** Unknown

**Description:** Are you an experienced attorney looking to relocate back to the North-Central WV/Greater Pittsburgh area? Or are you just looking for a change from your current employer? McClelland Legal Search works with many national and regional firms and would love to help you find your niche. Their attorney services are FREE and they are always looking to expand their book of qualified practitioners. Simply contact them and forward your resume to get started.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 24, 2016

**Expiration Date:** August 24, 2017

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

**Default email for resumes.:** [dianne@mccllellandlegalsearch.com](mailto:dianne@mccllellandlegalsearch.com)

**ID:** 2262

## Judicial Clerk

30th Judicial Circuit

**Position Type:** Full-time

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** The Honorable Judge Miki Thompson seeks a judicial clerk beginning on December 27, 2016. Applications will be accepted until December 1, 2016. Judge Thompson asks for a cover letter, resume, transcript, and a writing sample not to exceed ten pages. Please email applications to [joshua.butcher@courtswv.gov](mailto:joshua.butcher@courtswv.gov)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 23, 2016

**Expiration Date:** December 1, 2016

**Contact:** Judge Miki Thompson  
The Honorable Judge  
P.O. Box 1198 Williamson, West Virginia 25661

**Resume Receipt:** E-mail

**Default email for resumes.:** [joshua.butcher@courtswv.gov](mailto:joshua.butcher@courtswv.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

**Requested Document Notes:** Writing sample not to exceed ten pages

**ID:** 2255



## Advocate

### The Borgen Project

**Position Type:** Internship

**Practice Area(s):** All Practice Areas, Adjunct Law Teaching, Administrative, Admiralty, Aeronautical, Antitrust & Trade Regulation, Appellate, Banking & Finance, Bankruptcy, Civil Rights, Commercial, Construction, Corporate, Corporate Securities, Criminal - Defense, Criminal - Prosecution, Disability, Education/School, Employee Benefits, Employment, Energy/Utility, Entertainment & Sports, Environmental, Estate Planning & Probate, Government Contracts, Health, Housing, Immigration/Refuge, Insurance, Insurance Defense, Intellectual Property, International, Labor, Litigation, Malpractice - Defense, Malpractice - Plaintiff, Military, Municipal, Negligence & Personal Injury, Real Property, Taxation, Worker's Compensation, Zoning & Land Use, ACCOUNTING, PSYCHOLOGY, BUSINESS MANAGEMENT, POLITICAL SCIENCE, GOVERNMENT/SERVICE, JOURNALISM, BUSINESS ADMINISTRATION, INTERNATIONAL RELATIONS, BIOLOGY, GENERAL, MUSIC, HISTORY, MARKETING, CRIMINOLOGY, FINANCE, RELIGION/RELIGIOUS STUDIES, ART/DESIGN, SOCIOLOGY, CHEMICAL ENGINEERING, ECONOMICS, COMMUNICATIONS, CRIMINAL JUSTICE, LIBERAL ARTS, PUBLIC AFFAIRS/SERVICES/ADMIN, ENGLISH, PETROLEUM ENGINEERING, CHEMISTRY, SPECIALIZATION, HUMANITIES - OTHER, BUSINESS MANAGEMENT/ADMINISTRATION, INTERDISCIPLINARY STUDIES, FILM PRODUCTION, PRE-LAW, INTER AMERICAN RELATIONS, INDUSTRIAL ENGINEERING, SPEECH PATHOLOGY/AUDIOLOGY, ANY AREA NOT LISTED - OTHER, PHILOSOPHY, PHYSICAL EDUCATION, INTERNATIONAL STUDIES, WOMEN'S STUDIES, GERMAN, BUSINESS/COMMERCE - OTHER, EDUCATION, GENERAL, LITERATURE, ENVIRONMENTAL SCIENCES, LAW, HEALTH PROFESSIONS - OTHER, AGRICULTURE

**Geographic Preference:** Unknown

**Description:** This is a great entry-level volunteer position for someone looking to be part of The Borgen Project. Advocates can operate from anywhere in the U.S.

Attend one (30-60 minute) national conference call per month: 5PM PDT 6PM MDT 7PM CDT 8PM EDT  
Serve as an ambassador for the world's poor. Build awareness of the issues and ways people can help.  
Manage and implement fundraising campaigns.  
Represent The Borgen Project in your city – attend events and engage people in the cause.  
Contact congressional leaders in support of key poverty-reduction programs.  
Qualifications:

Excellent overall communication skills: oral, written, presentation.

Ability to self-manage and prioritize assignments.

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni

**Posting Date:** June 17, 2016

**Expiration Date:** December 31, 2016

**Contact:** Borgen Project  
Seattle, Washington 98107 United States

**Resume Receipt:** E-mail, Accumulate Online, Other (see below)

**Default email for resumes.:** [ops@borgenproject.org](mailto:ops@borgenproject.org)

**How To Apply:** Learn more at <http://borgenproject.org>.  
Email your resume and cover letter to  
[hiring@borgenproject.org](mailto:hiring@borgenproject.org) with the respective position  
in the subject line.

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 2188

## Editor Internship

### The Borgen Project

**Position Type:** Internship

**Practice Area(s):** All Practice Areas, Adjunct Law Teaching, Administrative, Admiralty, Aeronautical, Antitrust & Trade Regulation, Appellate, Banking & Finance, Bankruptcy, Civil Rights, Commercial, Construction, Corporate, Corporate Securities, Criminal - Defense, Criminal - Prosecution, Disability, Education/School, Employee Benefits, Employment, Energy/Utility, Entertainment & Sports, Environmental, Estate Planning & Probate, Government Contracts, Health, Housing, Immigration/Refuge, Insurance, Insurance Defense, Intellectual Property, International, Labor, Litigation, Malpractice - Defense, Malpractice - Plaintiff, Military, Municipal, Negligence & Personal Injury, Real Property, Taxation, Worker's Compensation, Zoning & Land Use, ACCOUNTING, PSYCHOLOGY, BUSINESS MANAGEMENT, POLITICAL SCIENCE, GOVERNMENT/SERVICE, JOURNALISM, BUSINESS ADMINISTRATION, INTERNATIONAL RELATIONS, BIOLOGY, GENERAL, MUSIC, HISTORY, MARKETING, CRIMINOLOGY, FINANCE, RELIGION/RELIGIOUS STUDIES, ART/DESIGN, SOCIOLOGY, CHEMICAL ENGINEERING, ECONOMICS, COMMUNICATIONS, CRIMINAL JUSTICE, LIBERAL ARTS, PUBLIC AFFAIRS/SERVICES/ADMIN, ENGLISH, PETROLEUM ENGINEERING, CHEMISTRY, SPECIALIZATION, HUMANITIES - OTHER, BUSINESS MANAGEMENT/ADMINISTRATION, INTERDISCIPLINARY STUDIES, FILM PRODUCTION, PRE-LAW, INTER AMERICAN RELATIONS, INDUSTRIAL ENGINEERING, SPEECH PATHOLOGY/AUDIOLOGY, ANY AREA NOT LISTED - OTHER, PHILOSOPHY, PHYSICAL EDUCATION, INTERNATIONAL STUDIES, WOMEN'S STUDIES, GERMAN, BUSINESS/COMMERCE - OTHER, EDUCATION, GENERAL, LITERATURE, ENVIRONMENTAL SCIENCES, LAW, HEALTH PROFESSIONS - OTHER, AGRICULTURE

**Geographic Preference:** Unknown

**Description:** The Borgen Project is an innovative, national campaign that is working to make poverty a focus of U.S. foreign policy. Editors edit articles for BORGEN Magazine and The Borgen Project Blog. The Editor is responsible for reviewing and editing articles submitted by The Borgen Project's national team of writers. The internship is 260-hours, unpaid and can be completed part-time or full-time. The position is done from home, but follows a set schedule. A minimum of 15 hours per week and weekend shifts are available for those who prefer it.

- Edit and format articles submitted by national writers.
- Work with writers to improve their articles.
- Assist with fundraising. Create a personal fundraising campaign and meet targets.

– Attend national conference call every Monday at 5PM PST.

Qualifications: Must have great editing skills. Must be able to work independently and meet deadlines with very little supervision. Experience writing SEO friendly content is helpful, but not required.

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni

**Posting Date:** June 17, 2016

**Expiration Date:** December 31, 2016

**Contact:** Borgen Project  
Seattle, Washington 98107 United States

**Resume Receipt:** E-mail, Accumulate Online, Other (see below)

**Default email for resumes.:** [ops@borgenproject.org](mailto:ops@borgenproject.org)

**How To Apply:** Learn more at <http://borgenproject.org>.  
Email your resume and cover letter to [hiring@borgenproject.org](mailto:hiring@borgenproject.org) with the respective position in the subject line.

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 2195

## Political Affairs Internship

### The Borgen Project

**Position Type:** Internship

**Practice Area(s):** All Practice Areas, Adjunct Law Teaching, Administrative, Admiralty, Aeronautical, Antitrust & Trade Regulation, Appellate, Banking & Finance, Bankruptcy, Civil Rights, Commercial, Construction, Corporate, Corporate Securities, Criminal - Defense, Criminal - Prosecution, Disability, Education/School, Employee Benefits, Employment, Energy/Utility, Entertainment & Sports, Environmental, Estate Planning & Probate, Government Contracts, Health, Housing, Immigration/Refuge, Insurance, Insurance Defense, Intellectual Property, International, Labor, Litigation, Malpractice - Defense, Malpractice - Plaintiff, Military, Municipal, Negligence & Personal Injury, Real Property, Taxation, Worker's Compensation, Zoning & Land Use, ACCOUNTING, PSYCHOLOGY, BUSINESS MANAGEMENT, POLITICAL SCIENCE, GOVERNMENT/SERVICE, JOURNALISM, BUSINESS ADMINISTRATION, INTERNATIONAL RELATIONS, BIOLOGY, GENERAL, MUSIC, HISTORY, MARKETING, CRIMINOLOGY, FINANCE, RELIGION/RELIGIOUS STUDIES, ART/DESIGN, SOCIOLOGY, CHEMICAL ENGINEERING, ECONOMICS, COMMUNICATIONS, CRIMINAL JUSTICE, LIBERAL ARTS, PUBLIC AFFAIRS/SERVICES/ADMIN, ENGLISH, PETROLEUM ENGINEERING, CHEMISTRY, SPECIALIZATION, HUMANITIES - OTHER, BUSINESS MANAGEMENT/ADMINISTRATION, INTERDISCIPLINARY STUDIES, FILM PRODUCTION, PRE-LAW, INTER AMERICAN RELATIONS, INDUSTRIAL ENGINEERING, SPEECH PATHOLOGY/AUDIOLOGY, ANY AREA NOT LISTED - OTHER, PHILOSOPHY, PHYSICAL EDUCATION, INTERNATIONAL STUDIES, WOMEN'S STUDIES, GERMAN, BUSINESS/COMMERCE - OTHER, EDUCATION, GENERAL, LITERATURE, ENVIRONMENTAL SCIENCES, LAW, HEALTH PROFESSIONS - OTHER, AGRICULTURE

**Geographic Preference:** Unknown

**Description:** The Borgen Project is an innovative, national campaign that is working to make poverty a focus of U.S. foreign policy. This is a part-time 14-hours per week, unpaid telecommuting internship. The internship is 4-months and responsible for leading public and political outreach in the state and district assigned to. Must be available Monday's 4:30-6:00 PM PST for The Borgen Project's national conference call.

- Meet with members of Congress and/or Congressional staffers in your State and District.
- Represent The Borgen Project at various business, political and community events.
- Assist with fundraising. Create a personal fundraising campaign and meet targets.
- Mobilize individuals to contact their members of

Congress in support of key poverty-reduction legislation.

- As needed, speak to groups, classes and organizations.
- Write letters of support for key programs to political leaders, media and other groups.

Qualifications:

- Outstanding writing skills.
- Self-starter who can produce great results with limited supervision.
- Strong oral communication skills and ability to lead meetings and give speeches.

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni

**Posting Date:** June 17, 2016

**Expiration Date:** December 31, 2016

**Contact:** Borgen Project  
Seattle, Washington 98107 United States

**Resume Receipt:** E-mail, Accumulate Online, Other (see below)

**Default email for resumes.:** [ops@borgenproject.org](mailto:ops@borgenproject.org)

**How To Apply:** Learn more at <http://borgenproject.org>.  
Email your resume and cover letter to [hiring@borgenproject.org](mailto:hiring@borgenproject.org) with the respective position in the subject line.

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 2194

## **Regional Director**

### **The Borgen Project**

**Position Type:** Internship

**Practice Area(s):** All Practice Areas, Adjunct Law Teaching, Administrative, Admiralty, Aeronautical, Antitrust & Trade Regulation, Appellate, Banking & Finance, Bankruptcy, Civil Rights, Commercial, Construction, Corporate, Corporate Securities, Criminal - Defense, Criminal - Prosecution, Disability, Education/School, Employee Benefits, Employment, Energy/Utility, Entertainment & Sports, Environmental, Estate Planning & Probate, Government Contracts, Health, Housing, Immigration/Refuge, Insurance, Insurance Defense, Intellectual Property, International, Labor, Litigation, Malpractice - Defense, Malpractice - Plaintiff, Military, Municipal, Negligence & Personal Injury, Real Property, Taxation, Worker's Compensation, Zoning & Land Use, ACCOUNTING, PSYCHOLOGY, BUSINESS MANAGEMENT, POLITICAL SCIENCE, GOVERNMENT/SERVICE, JOURNALISM, BUSINESS ADMINISTRATION, INTERNATIONAL RELATIONS, BIOLOGY, GENERAL, MUSIC, HISTORY, MARKETING, CRIMINOLOGY, FINANCE, RELIGION/RELIGIOUS STUDIES, ART/DESIGN, SOCIOLOGY, CHEMICAL ENGINEERING, ECONOMICS, COMMUNICATIONS, CRIMINAL JUSTICE, LIBERAL ARTS, PUBLIC AFFAIRS/SERVICES/ADMIN, ENGLISH, PETROLEUM ENGINEERING, CHEMISTRY, SPECIALIZATION, HUMANITIES - OTHER, BUSINESS MANAGEMENT/ADMINISTRATION, INTERDISCIPLINARY STUDIES, FILM PRODUCTION, PRE-LAW, INTER AMERICAN RELATIONS, INDUSTRIAL ENGINEERING, SPEECH PATHOLOGY/AUDIOLOGY, ANY AREA NOT LISTED - OTHER, PHILOSOPHY, PHYSICAL EDUCATION, INTERNATIONAL STUDIES, WOMEN'S STUDIES, GERMAN, BUSINESS/COMMERCE - OTHER, EDUCATION, GENERAL, LITERATURE, ENVIRONMENTAL SCIENCES, LAW, HEALTH PROFESSIONS - OTHER, AGRICULTURE

**Geographic Preference:** Unknown

**Description:** You don't need to be a lobbyist to help influence foreign policy. As a Regional Director, you'll serve as a Borgen Project Ambassador in your city – mobilizing your friends, family and colleagues to contact Congress in support of key poverty reduction legislation.

**Key Responsibilities:**

Attend one (30-60 minute) national conference call per month: 5PM PDT 6PM MDT 7PM CDT 8PM EDT  
Meet with local congressional leaders and lobby for legislation that improves living conditions for the world's poor.

Mobilize people in your community to contact their congressional leaders to support poverty reduction legislation.

Manage and implement fundraising campaigns.  
Build a network of people engaged in the cause.  
Serve as The Borgen Project's ambassador in your city.

Qualifications:

Basic understanding of U.S. Politics and international development.

Highly organized with the ability to prioritize multiple functions and tasks while managing their work time efficiently.

Strong team player that loves to bring new ideas to the table.

Ability to demonstrate frequent independent judgment with decisiveness.

Excellent overall communication skills: oral, written, presentation

**Desired Class Level:** 1L, 2L, 3L, LL.M., Graduate/Alumni

**Posting Date:** June 17, 2016

**Expiration Date:** December 31, 2016

**Contact:** Borgen Project  
Seattle, Washington 98107 United States

**Resume Receipt:** E-mail, Accumulate Online, Other (see below)

**Default email for resumes.:** [ops@borgenproject.org](mailto:ops@borgenproject.org)

**How To Apply:** Learn more at <http://borgenproject.org>.  
Email your resume and cover letter to [hiring@borgenproject.org](mailto:hiring@borgenproject.org) with the respective position in the subject line.

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 2189



## **Court Appearance Attorney**

Court Appearance Professionals (Commerce, CA)

**Position Type:** Part-time

**Practice Area(s):** All Practice Areas

**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)

**Description:** We are an attorney owned and operated business and law firm providing coverage of court appearances to attorneys throughout the state of West Virginia. Our office is currently seeking motivated attorneys statewide to handle court appearances in their local courts.

This is not a full time position. Our attorneys are contract/1099 employees.

Attorneys licensed and in good standing with the West Virginia State Bar, whether recent bar admissions or veteran attorneys looking for pro tem work to supplement their existing practices, are encouraged to apply. We are looking for attorneys who are both knowledgeable and professional in court.

If you are interested in working with our office, please submit your information to:

<https://www.appearanywhere.com/employment.aspx>

Once your information has been processed, a member of our team will contact you. In house interviews are not requested.

Compensation is per appearance and varies based upon venue/nature of appearance.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** June 15, 2016

**Expiration Date:** December 31, 2016

**Contact:** Dorian Aguilar  
6055 E. Washington Blvd. Commerce, California  
90040  
<https://www.appearanywhere.com/employment.aspx>

**Resume Receipt:** E-mail

**Default email for resumes.:** [recruitment@appearanywhere.com](mailto:recruitment@appearanywhere.com)

**ID:** 2186

## **Free Office Space for Transitional or New Attorney and go to Court & Mentor program- Edison, NJ**

Metuchen NJ Public Defender Volunteer Internships available (Edison, NJ)

**Position Type:** Part-time

**Practice Area(s):** Criminal - Defense

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** Free Office Space for Transitional or New Attorney and go to Court & Mentor program- Edison, NJ  
Kenneth Vercammen's Law Office has a space sharing opportunity for new lawyer or recent Transitional attorney to get experience and go to court and learn NJ Law office procedures and handle some Municipal court cases. This is a mentoring experience where you can learn NJ Law Office Procedure.

Attorney will be provided with use of desk, plus if needed additional private office space in furnished basement to start their practice, rent-free. They can see clients in first floor office rooms. In return they will handle municipal court appearances, Telephone communications with courts, prosecutors, clients, etc, Will signings and other legal work and criminal law website updates in lieu of rent for maximum 5 hours per week.

-Call Courts to follow up on Letter of Representation and scheduling of hearings

- Prepare timesheets on Fatal Accident cases

-Call Police Departments to follow up on discovery

-Call clients and remind them of hearing dates and what to do

- Update Criminal and Civil blogs with recent cases  
Go to court and get court experience. Excellent opportunity to jump-start your career. You will get to represent people in Municipal Courts in Middlesex, Union and Monmouth County and meet the top Prosecutors and Judges. Must be admitted in NJ and have a car.

Learn to interview potential Municipal Court/Criminal clients. Also learn to draft Wills and work on Litigation files. Attorney may also help provide legal assistance to members of prepaid legal plans and public defender clients. Follow up contact calls with clients, courts, prosecutors and bar associations.

Excellent mentoring position for the right attorney.

Are you hardworking and aggressive? Visit our website: [www.njlaws.com](http://www.njlaws.com) to learn about our office. More details at [www.njlaws.com/lease.htm](http://www.njlaws.com/lease.htm)

If interested, fax, email or mail a resume and cover letter.

KENNETH VERCAMMEN & ASSOCIATES, PC  
ATTORNEY AT LAW

2053 Woodbridge Ave. Edison, NJ 08817 (Phone)  
732-572-0500

(Fax) 732-572-0030 [vercammenlaw@njlaws.com](mailto:vercammenlaw@njlaws.com)

The following is included with office use:

Desk space

Reception room for clients and use as Bona Fide Office

You can copy and use our Complaints, Motions, Form Letters and Pleadings.

Use our marketing books, marketing CDs, Criminal, Municipal Court and Elder law audiotapes and video library now located in basement

Use of our computer forms Motions, Complaints, and Form letters

Ability to use a file cabinet in basement to store your old files

Lighting/ Utilities

Bathroom Supplies

Landscaping / Snow Removal

Valuable advice

Hot water, municipal water/sewer charge paid

Other Duties/ Services to Clients

- Help add our 900+ criminal articles and statutes to our new criminal articles blog [We will teach you how to add articles to Blogs]

- Prepare Police Chief letters

- Whatever else needed to assist clients [ex Motions, ]

About Mentor Program Director: Kenneth

Vercammen is an Edison, Middlesex County, NJ trial attorney. Mr. Vercammen has published 125 articles in national and New Jersey publications on criminal, traffic, DWI, probate, estate planning, and litigation topics. He has been selected to write the book on Criminal Law for the American Bar Association. He often lectures to trial lawyers of the American Bar Association, New Jersey State Bar Association and Middlesex County Bar Association.

Kenneth Vercammen was the NJ State Bar Municipal Court Attorney of the Year and past president of the Middlesex County Municipal Prosecutor's Association. He is the past chair of the NJ State Bar Association Municipal Court Section and is the Co-Chair of the ABA Criminal Law committee, GP Division.

He is a highly regarded lecturer on litigation issues for the American Bar Association, ICLE, New Jersey State Bar Association and Middlesex County Bar Association. His articles have been published by New Jersey Law Journal, ABA Law Practice Management Magazine, and New Jersey Lawyer. As the Editor in Chief of the New Jersey Municipal Court Law Review. Mr. Vercammen is also a recipient of the NJSBA- YLD Service to the Bar Award.

In his private practice, he has devoted a substantial portion of his professional time to the preparation for trial of litigated matters. He has appeared in Courts throughout New Jersey several times each week on Criminal personal injury matters, Municipal Court trials, and contested Probate hearings. He serves as the Editor of the popular legal websites [www.njlaws.com](http://www.njlaws.com) and [www.BeNotGuilty.com](http://www.BeNotGuilty.com)

He has served as a Special Acting Prosecutor in nine different cities and towns in New Jersey and also

successfully handled over One thousand Municipal Court and Superior Court matters in the past 25 years. Kenneth Vercammen was included in the 2013 "Super Lawyers" list published by Thomson Reuters. He was a member of the Law Review and top 10% law school grad.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** April 30, 2016

**Expiration Date:** December 31, 2016

**Salary Range:** Not Applicable

**Contact:** Kenneth Vercammen Esq.  
2053 Woodbridge Ave. Edison, New Jersey 08817  
109 Olde Ash Lane  
<http://www.njlaws.com/public-defender-volunteer.html>

**Resume Receipt:** Other (see below)

**How To Apply:** f interested, fax, email or mail a resume and cover letter.  
KENNETH VERCAMMEN & ASSOCIATES, PC  
ATTORNEY AT LAW  
2053 Woodbridge Ave. Edison, NJ 08817(Phone)  
732-572-0500  
(Fax) 732-572-0030

**Additional Documents:** Cover Letter

**Requested Document Notes:** f interested, fax, email or mail a resume and cover letter.  
KENNETH VERCAMMEN & ASSOCIATES, PC  
ATTORNEY AT LAW  
2053 Woodbridge Ave. Edison, NJ 08817(Phone)  
732-572-0500  
(Fax) 732-572-0030

**ID:** 2132

## Judiciary Law Clerk

### New Jersey Courts

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:** POSITION DESCRIPTION

Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

NOTE: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at <http://www.judiciary.state.nj.us/rules/appemploy.htm>.

**REQUIREMENTS**

**EDUCATION:** Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary's law clerkship program is intended for recent law school graduates who have not yet engaged in the practice of law. Selected candidates will be required to provide an official, final law school transcript, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

**MEDIATION TRAINING:** It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the court term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

**DRIVER'S LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of

the position.

SPECIAL NOTE: Individuals selected for clerkships must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

#### INFORMATION FOR APPLICANTS

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at [www.judiciary.state.nj.us/lawclerks](http://www.judiciary.state.nj.us/lawclerks).

Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

NOTE: Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one- year clerkship in the Appellate Division or Supreme Court.

#### HOW TO APPLY

There are two ways to apply for a clerkship. Applicants are encouraged to apply early as indicated below. Applicants may send a cover letter and resume directly to individual justices and judges. These documents should include the month and year the juris doctor degree will be awarded and any specific area of interest of law. You may include writing samples, transcripts, recommendation letters or a list of references with your applications. Judges' chambers addresses are on the Judiciary website at [www.judiciary.state.nj.us/directory/judgtara.pdf](http://www.judiciary.state.nj.us/directory/judgtara.pdf). Candidates will be contacted directly by the justices or judges for interviews for the court term that begins August 25, 2017.

#### AND/OR

Applicants may also email a cover letter and resume to the Judiciary Human Resources Office, at

lawclerkresumes.mailbox@judiciary.state.nj.us. Please include the announcement #16-50 in the subject line of your email submission. Include in your cover letter the announcement number #16-50, the month and year the juris doctor degree will be awarded, and day and evening telephone numbers. You may indicate a preference for the court, division, and employment location in your e-mail. Do not send writing samples, transcripts, recommendation letters or references to the Human Resources office. Resumes sent to the Human Resources office will be made available to all justices and judges, who will directly contact potential candidates for interviews for the court term that begins August 25, 2017. Resumes for the 2017-2018 court term will be accepted until March 31, 2017. THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO ENSURING AN OPEN DOOR TO JUSTICE  
Central Office

**Desired Class Level:** Graduate/Alumni

**Posting Date:** April 20, 2016

**Expiration Date:** March 31, 2017

**Contact:** Angela Van Ness  
Human Resources - Placement  
, New Jersey United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Angela.VanNess@njcourts.gov](mailto:Angela.VanNess@njcourts.gov)

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

**Requested Document Notes:** HOW TO APPLY

There are two ways to apply for a clerkship. Applicants are encouraged to apply early as indicated below. Applicants may send a cover letter and resume directly to individual justices and judges. These documents should include the month and year the juris doctor degree will be awarded and any specific area of interest of law. You may include writing samples, transcripts, recommendation letters or a list of references with your applications. Judges' chambers addresses are on the Judiciary website at [www.judiciary.state.nj.us/directory/judgtara.pdf](http://www.judiciary.state.nj.us/directory/judgtara.pdf). Candidates will be contacted directly by the justices or judges for interviews for the court term that begins August 25, 2017.

AND/OR

Applicants may also email a cover letter and resume to the Judiciary Human Resources Office, at lawclerkresumes.mailbox@judiciary.state.nj.us. Please include the announcement #16-50 in the subject line of your email submission. Include in your cover letter the announcement number #16-50, the month and year the juris doctor degree will be awarded, and day and evening telephone numbers. You may indicate a preference for the court, division, and employment location in your e-mail. Do not send writing samples, transcripts, recommendation letters or references to the Human Resources office. Resumes sent to the Human Resources office will be made available to all

justices and judges, who will directly contact potential candidates for interviews for the court term that begins August 25, 2017. Resumes for the 2017-2018 court term will be accepted until March 31, 2017.

THE JUDICIARY OF NEW JERSEY IS AN EQUAL  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
COMMITTED TO ENSURING AN OPEN DOOR TO  
JUSTICE  
Central Off

**ID:** 2295