

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 13-2013	POSITION: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-11	SALARY RANGE: \$54,633 - \$58,145 per annum Only
OPENING DATE: 01/18/2013	CLOSING DATE: 02/12/2013 ***
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Personnel, Labor and Employment Division 441 – 4 th Street, NW Washington, D.C. 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:15 am - 4:45 pm Monday - Friday This position is in the collective bargaining unit
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Permanent

****** This position is budgeted at CS-11/01, \$54,633 – CS-11//03, \$58,145 per annum only ******

This position is in the collective bargaining unit represented by AFSCME Local 2402 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Personnel, Labor and Employment Division, Personnel and Labor Relations Section. Incumbent will support attorneys managing cases involving removals and other discipline of employees for misconduct, including the commission of criminal offenses.

Provides legal support services including case investigation/analysis, legal research, information/document handling, document preparation/drafting, case tracking, trial preparation, and administrative support. Assists in various litigation related aspects including drafting pleadings, discovery requests, and trial related pleadings. Provides legal support to an Assistant Attorney General in court proceedings before the D.C. Superior Court. Handles the administrative duties related to the creation, preparation, and closing of files, enters case data into relevant data bases, files pleadings in civil court and judgments with the Recorder of Deeds. Assists the Assistant Attorney General in any other manner as required. Utilizes office data bases to perform simple and complex data searches, report design, and other data retrieval assignments. Maintains an effective system of compiling, indexing, and organizing information for a large volume of cases. Conducts statistical analyses or generate reports as appropriate. Exercises independent judgment and ingenuity in investigations, developing sufficient evidence, and evaluating its relevance and worth. Briefs attorneys prior to hearings on findings, including selection of methods, appropriate guidelines, suggested approaches, problem-solving, and other related functions.

QUALIFICATIONS: Experience that equips the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBSTITUTION OF EDUCATION: Substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **TIME –IN-GRADE RESTRICTIONS** must be met by the closing date of this vacancy announcement.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete

and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Knowledge of the legal principles and concepts, the judicial system, D.C. and federal laws, rules of evidence and civil procedures, as well the civil litigation process.

Ranking Factor #2: Knowledge of legal reference materials and research methods in order to conduct research and locate precedent setting decisions and legislative hearings, which have a bearing on a particular legal issue.

Ranking Factor #3: Skill in analyzing issues and facts sufficient to writing drafts and decisions.

Ranking Factor #4: Skill in oral communication to interpret and apply, or explain, the application of body of law, regulations, and procedures, and practices. Skill in written communication sufficient to prepare draft opinions, and communicate research findings.

Ranking Factor #5: Knowledge of, and proficient in the use of personal computers (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, database management and case tracking, etc.

CONDITIONS OF EMPLOYMENT: Incumbent is required to make frequent visits, (via walking, ground or rail) from worksite to the D.C. Superior Court and the Recorder of Deeds to file necessary legal documents or judgments.

**** Due to FY-2013 budget restrictions - This position is budgeted at the CS-11 salary of \$54,633 - \$58,145 per annum - ONLY. ** Salary is corrected on vacancy announcement 13-2013.**

EMPLOYMENT BENEFITS: This is a Permanent appointment in the Career Service. 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 government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT : A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of 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.

BACKGROUND INVESTIGATION: To ensure the accomplishment, selected applicants must undergo and successfully pass a background investigation for Public Trust as a condition of placement into this position.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligibles for the District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position, if found qualified. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

HOW TO APPLY: Candidates may apply in person, or send a completed **DC- 2000**, Employment Application for the District of Columbia Government, to the Office of the Attorney General for the District of Columbia, Human Resources Section, , Suite 1100 south, located at Judiciary Square Bldg, 441 4th Street, N.W., Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV.

Resumes are not considered job applications, therefore, a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist (202) 724-6632. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

DISPOSITION OF RESUME: Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must re-submit your application to receive consideration for any subsequent advertised vacancies. For the purpose of employment, resumes are not considered DC Government job applications. Therefore, applicants submitting resumes must also attach a DC-2000 job application in order to receive be considered for any vacancy. Applicants will only be notified if an interview is granted.

EEO: The District of Columbia Government is an Equal Opportunity Employer.

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, 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, 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.

****Closing date is extended until 02/12/2013.**

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

