

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO. 20A-2018</b>	<b>POSITION TITLE: Paralegal Specialist</b>
<b>POSITION GRADE &amp; SERIES: CS-950-11</b>	<b>SALARY RANGE: \$63,337 – \$71,477 per year** Step 1 to Step 5</b>  **This position is currently budgeted to \$71,477 per year only. Offers will not be made outside of this range.
<b>OPENING DATE: June 29, 2018</b>	<b>CLOSING DATE: July 20, 2018</b>
<b>FIRST SCREENING DATE:</b>	<b>AREA OF CONSIDERATION: OPEN TO THE PUBLIC</b>
<b>DURATION OF APPOINTMENT: Permanent</b>	<b>PROMOTION POTENTIAL: None</b>
<b>WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Civil Litigation Division 441 4<sup>th</sup> Street NW Washington, DC 20001</b>	<b>NO. OF VACANCIES: One (1)</b>

This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

**DESCRIPTION OF DUTIES** This position is located in the Office of the Attorney General, Civil Litigation Division. The incumbent will have responsibility for up to fifty cases at a time.

The incumbent will be responsible for:

- Maintaining case files and correspondence
- Providing assistance to attorneys with the preparation of case files including the preparation of discovery materials to be provided to litigants, the preparation of subpoenas and court notices, and requesting and obtaining necessary documents and information from outside agencies.
- Preparing a variety of legal documents, including litigation hold letters, written discovery requests and responses, privilege logs and indexes.
- Performing legal research, including search of statutes, regulations, legislative history, case law and other legal authorities applicable to particular legal matters.
- Reviewing, analyzing, and organizing facts, documents and other evidence.
- Handling sensitive information, confidential information, and information subject to the attorney client privilege, the attorney work product privilege, and various agency privileges.
- Attending meetings where relevant legal and factual issues are discussed.

- Assisting the attorneys in the preparation of government and expert witnesses for trial.
- Preparing trial notebooks, scheduling witness conferences, preparing trial subpoenas, summarizing deposition transcripts, drafting legal documents and pleadings, preparing and organizing exhibits, and other duties as required.
- Attending trial and assisting the attorneys as needed.
- Investigating and becoming familiar with the facts of assigned cases.
- Establishing and maintaining an effective system of monitoring and tracking cases to insure compliance with all relevant deadlines.
- Reviewing contents of reports and procedural or policy papers to identify potential problems, and to assure consistency with agency policy.
- Identifying, defining, and analyzing operational problems and posing options and alternatives to existing procedures.
- Assisting the OAG FOIA Officer in responding to and tracking OAG's responses to requests for documents and/or information made to OAG under the Freedom of Information Act.

**QUALIFICATIONS:** Requires strong organizational skills, time management skills and attention to detail. Also requires experience with Lexis/Nexis or Westlaw, scanners, PowerPoint, Microsoft Outlook, Microsoft Excel, and Microsoft Word and Relativity or similar document management software. Experience with Prolaw is also desirable. To qualify at the DS-11 level, candidates must have at least one full year of specialized experience equivalent to the DS-9 level in District Service. Specialized Experience is defined as experience performing a variety of analytical paralegal or legal work which demonstrates a practical knowledge of the law, the litigation and judicial process, and applicable rules, regulations, policies, and procedures. Examples of specialized experience include performing the following duties: 1) analyze and evaluates legal decisions and case files to identify relevant issues and potential evidence; 2) conduct legal research concerning precedents and past court decisions; composing legal briefs, summaries of analysis and decisions, and pre-trial documents for investigations; 3) interview witnesses and various individuals who can provide insight into cases under review; preparing evidence and documents to support recommendations; and 4) utilize a variety of automated legal research tools.

**SUBSTITUTION OF EDUCATION:** A law degree, paralegal certificate, or college degree and at least three years of experience may be as a substitute for total qualification requirements. In order to receive credit, applicants must submit official proof of educational attainment at the time of application.

**TIME-IN-GRADE RESTRICTIONS:** 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:** Skill and relevant experience using Relativity or similar document management software to organize, review and summarize document collections for production or for use by attorneys; skill and experience creating and maintaining production and privilege logs and summaries of relevant documents; ability to use technology to organize or log information, including OAG's responses to FOIA requests.

**Ranking Factor #2:** Knowledge of the rules governing discovery in civil litigation and general knowledge of legal procedures and the judicial system. Demonstrated experience responding to and propounding written discovery in civil litigation matters.

**Ranking Factor #3:** Ability to communicate effectively both orally and in writing; ability to prepare a variety of documents, including written discovery and responses to discovery, memoranda and reports; ability to discuss issues and findings; and ability to provide information to attorneys, supervisors, other staff and agency personnel

**Ranking Factor #4:** Knowledge of and proficiency in the use of operating a personal computer, using Microsoft Word, Excel, PowerPoint, Relativity or similar document management software, database management and case tracking software, etc. and a willingness to learn new technology associated with assigned work tasks.

**Ranking Factor #5:** Knowledge and skill in interpreting, explaining and applying the Freedom of Information Act. Skill in general legal research methods is required to locate relevant rules, statutes and case law precedent.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes the following, addressed to: [OAG.Recruitment@DC.gov](mailto:OAG.Recruitment@DC.gov) by 11:59pm of the closing date indicated above:

- 1) A cover letter;
- 2) Completed DC-2000 Employment Application for the District of Columbia Government;
- 3) Résumé; and
- 4) Responses to each of the Ranking Factors.

**FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered, all applicants must submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION**, which can be found at [oag.dc.gov](http://oag.dc.gov).

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Re-employment 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.

**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** 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.

**OTHER INFORMATION: A background investigation will be conducted.**

**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**

**Previous applicants who applied under #20-2018 will receive full consideration. Do not reapply.**