

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



POSITION VACANCY ANNOUNCEMENT

AMENDED

ANNOUNCEMENT NO:01-2016	POSITION TITLE: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-09	SALARY RANGE: \$49,551 to \$ 63,798 per annum *Please note this position is only Budgeted to the CS-09/01 to 09/04 level \$49,551 – \$54,300 Annual
TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday	OPENING DATE: October 15, 2015 CLOSING DATE: October 30, 2015
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Civil Litigation Division/ Section II 441- 4th Street, NW Washington, D.C.	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Career Service Appointment Permanent	
COLLECTIVE BARGAINING UNIT: 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.	
BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General Civil Litigation Division, Section II. The incumbent will have responsibility for up to fifty cases at a time. The incumbent will be responsible for analyzing and evaluating case files against agency jurisdictional requirements. Investigates, compiles and evaluates factual information in conjunction with varying data. Gathers, sorts, classifies and interprets data, documents, records, or other evidence necessary for investigation or prosecution. Responds to public inquiries with general information and assistance regarding issues under the purview of the assigned office. Prepares documents, forms, and letters for communication with the parties involved in pending and closed cases. Maintains an effective system of monitoring and tracking cases to insure compliance with all relevant deadlines. Maintains legal records or legal reference materials, case files and correspondence. Reviews and analyzes available precedent relevant to cases under consideration for use in presenting case summaries, as appropriate. Provide legal 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 documentation from outside agencies. Notes and corrects case deficiencies before sending the case on to the assigned investigators. The incumbent will handle sensitive and confidential information, and information subject to the attorney client privilege, the attorney work product privilege, and various agency privileges. The incumbent will assist the Assistant Attorney General in the preparation of government expert witnesses for trial. The incumbent will have responsibility for approximately fifty at a time. 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. Experience with Concordance and Prolaw is also desirable.	

QUALIFICATIONS: Candidates must have a Paralegal Certificate or college degree. A law degree is desirable, but not required. Candidates without a law degree must have at least one (1) year of Specialized Experience. Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and would include work as a litigation paralegal in a law firm or government agency. 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: A law degree can substitute for the required Specialized Experience and a Paralegal Certificate or college degree. However, 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: 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 discovery in civil litigation matters.

Ranking Factor #2: Skill and experience organizing, reviewing and summarizing document collections for production or for use by attorneys; skill and experience creating and maintaining production and privilege logs and summaries of relevant documents.

Ranking Factor #3: Knowledge of legal reference materials and skill in research methods is required to locate relevant rules, statutes and case law precedent.

Ranking Factor #4: Ability to communicate effectively both orally and in writing; ability to prepare and present a variety of documents, including written discovery and responses to discovery, memoranda and reports.

Ranking Factor #5: Knowledge of and proficiency in the use of operating a personal computer, utilizing Microsoft Word, Excel, Access, PowerPoint, Concordance, database management and case tracking software, etc. and a willingness to learn new technology associated with assigned work tasks.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's 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 System (CSRS), contributions to CSRS 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.

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 1100S, 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 Shawn Winslow, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Application received outside the area of consideration and/or after the closing date will not be given consideration. For the purpose of employment, **resumes are not considered job applications**. Therefore to be considered all applicants must submit a **completed DC-2000 EMPLOYMENT APPLICATION**.

EEO STATEMENTS: 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.

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