

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 20-2016	<b>POSITION TITLE:</b> Paralegal Specialist
<b>POSITION GRADE &amp; SERIES:</b> CS-950-09, CS-950-11, or CS-950-12	<b>SALARY RANGE:</b> \$49,551 - \$73,867 * Please note this position is only budgeted to CS-12/01 – \$73,867
<b>TOUR OF DUTY:</b> 9:00 am – 5:30 pm Monday – Friday (eligible for compressed work schedule)	<b>OPENING DATE:</b> April 20, 2016 <b>CLOSING DATE:</b> May 20, 2016
<b>AREA OF CONSIDERATION:</b> Open to the general public	<b>PROMOTION POTENTIAL:</b> None
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Office of Solicitor General 441 4th Street, NW, Suite 600 Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> Career Service Appointment Permanent	

The Office of the Attorney General for the District of Columbia is seeking an appellate paralegal for a position within the Office of the Solicitor General.

The Office of the Solicitor General is responsible for the District’s civil and criminal appellate litigation and handles high-profile matters of both local and national importance. The Office practices most frequently before the District of Columbia Court of Appeals, the United States Court of Appeals for the District of Columbia Circuit, and the Supreme Court of the United States. There are two sections within the Office of the Solicitor General, the Civil and Administrative Appeals Section and the Criminal and Juvenile Appeals Section. This position is principally located in the Civil and Administrative Appeals Section, which covers a variety of substantive areas including constitutional law, employment law, contracts, family law, torts, tax, and administrative law. The paralegal may be asked to assist with cases in the Criminal and Juvenile Appeals Section depending on workload.

**BRIEF DESCRIPTION OF DUTIES FOR THE DS-09:** Assist with filing of appellate briefs, motions, and other legal documents in paper and electronic versions, including:

- Compile materials for appendices and statutory addenda;
- Cite-check and Bluebook legal cites in briefs, motions, and other legal filings;
- Check record/appendix cites in briefs, motions, and other legal filings;
- Ensure that all briefs, motions, and other legal filings are correctly formatted and follow OSG’s style guide;
- Check for compliance with court rules;
- Physically prepare briefs, motions, and other legal documents for filing when necessary and occasionally deliver filings or collect materials from the courts;
- Maintain electronic case files with all relevant filings, court orders, and correspondence.

**BRIEF DESCRIPTION OF DUTIES FOR THE DS-11:** All of the duties of the DS-09 and:

- Coordinate with clients on producing administrative records;
- Draft procedural motions, such as motions for extensions of time;
- Monitor case dockets and track win/loss data.

**BRIEF DESCRIPTION OF DUTIES FOR THE DS-12:** All of the duties of the DS-11 and:

- Perform legal research, including review of statutes, regulations, legislative history, case law, and other legal authority;
- Track case assignments and attorney workloads;
- Assist attorneys with preparation for oral argument.

**QUALIFICATIONS:** Candidates 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 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.

Applicants must also demonstrate:

- Strong organizational skills, time-management skills, and attention to detail;
- Experience with Westlaw or LexisNexis, PACER/CM-ECF, and Microsoft programs, including Word, Excel, and Outlook;
- BA, AA, or paralegal certificate preferred for DS-09 and required for DS-11 and DS-12.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Those 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.

**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 position 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 non-District applicants, 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 for 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 via email by sending one PDF document containing the following to [OAG.Recruitment@DC.GOV](mailto:OAG.Recruitment@DC.GOV).

- (1) DC 2000, Employment Application for the District of Columbia Government, available at [www.oag.dc.gov](http://www.oag.dc.gov);
- (2) resume;
- (3) cover letter detailing relevant experience.

Resumes are not considered job applications; therefore, a DC-2000 must be submitted to receive consideration.

Inquiries related to employment and job applications should be directed to Doris Roseborough, Management Liaison Specialist, at (202) 724-7316.

**INFORMATION TO CANDIDATE:** Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **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. YOU MUST SUBMIT A SEPARATE APPLICATION FOR EACH GRADE FOR WHICH YOU ARE APPLYING.**

**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.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §§ 2-1401.01 *et seq.*, 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, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is 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 subjected to disciplinary action.