

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 12-2015	POSITION TITLE: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-12	SALARY RANGE: \$71, 69,628 – 73,942 per annum *Please note this position is only Budgeted to the CS-12/02 \$73,942 Annual
TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday	OPENING DATE: January 12, 2015 CLOSING DATE: Open Until Filled FIRST SCREENING DATE: January 26, 2015 And every 15 days thereafter
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/ General Litigation 1 441- 4 th 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 1. The incumbent will prepare a variety of legal documents, such as pleadings, memoranda of law, trial briefs, litigation hold letters, motions and oppositions to motions, appeal files, stipulations, discovery, privilege logs, and indexes. Performs extensive legal research, including search of statutes, regulations, legislative history, case law and other legal authorities applicable to particular legal matters. 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. Provides 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. Reviews, analyzes, and organizes facts, documents, and evidence. Drafts routine legal documents. The incumbent will handle sensitive information, confidential information, and information subject to the attorney client privilege, the attorney work product privilege, and various agency privileges. Prepares routine legal documents and attends meetings where relevant legal issues are discussed. The incumbent will assist the attorneys in the preparation of government and expert witnesses for trial. The incumbent will also prepare trial notebooks, schedule witness conferences, prepare trial subpoenas, summarize deposition transcripts, draft legal documents and pleadings, prepare and organize exhibits, and other duties as required. Attends trial and assists the attorneys as needed. Investigates and becomes familiar with subject matter details involved in a case or legal matter. Establishes and maintains an effective system of monitoring and tracking cases to insure compliance with all relevant deadlines. Reviews contents of reports and procedural or policy papers to identify potential problems, and to assure consistency with agency policy. Identifies, defines, and analyzes operational problems and poses options and alternatives to existing procedures. 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. The incumbent will have responsibility for approximately fifteen to twenty cases at one time.	

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.

Substitution of Education: A 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:** 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 pertinent laws, regulations, legal principles and concepts sufficient to interpret and apply, or explain the application of body of law, regulations, precedents and practices.

Ranking Factor #2: Knowledge of legal reference materials and extensive skill in research methods is required to locate precedent settings decisions and legislative hearing, which having a bearing on a particular legal issue. Knowledge of legal procedures and the judicial system.

Ranking Factor #3: Skill in analyzing issues, facts and laws in order to write/prepare drafts and decisions; and to conduct extensive legal research into the legislative history, precedent cases, decisions and opinions.

Ranking Factor #4: Ability to communicate effectively both orally and in writing to prepare a variety of documents, opinions, orders, and reports; to discuss issues and findings; and to provide information.

Ranking Factor #5: Knowledge of and proficient in the use of operating a personal computer, utilizing Microsoft Word, Excel, Access, PowerPoint, database management and case tracking, 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 (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.

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 Doris Roseborough, Management Liaison Specialist (202) 724-7316. **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

