

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 18-2014	POSITION: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-11	SALARY RANGE: \$56,271 - \$61,698 pa only**
OPENING DATE: 06/12/2014	CANCELLED: 06/26/2014
	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Public Safety Division Criminal Section 441 - 4 th Street, NW Washington, D.C. 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:00 am - 4:30 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF 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. **This position is budgeted at CS-11/01 to CS-11/04.****

The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia. Specifically, the Section prosecutes all traffic offenses, including the prosecution of drivers impaired by alcohol and/or drugs; quality of life offenses, including the unlawful possession of unregistered firearms and ammunition, all offenses relating to disorderly conduct and possession of false identification to purchase alcohol, as well as indecent exposure, including indecent exposure to minors; fraud of government agencies, including tax fraud, welfare fraud, and other specific offenses.

BRIEF DESCRIPTION OF DUTIES: Assists attorneys with the preparation of case files including the preparation of discovery materials to be provided to defendants, the preparation of subpoenas and court notices, and requesting and obtaining necessary documentation from outside agencies. Other critical duties include the closing of cases once a final disposition has been reached and the proper filing or disposal of closed case files. This requires the entry of accurate information into the Pro Law databases. Accuracy is imperative for accurate statistics. Conducts the research for and drafting of the government's responses to motions to seal. May attend court hearings to provide legal support necessary for litigation. Provides reports, analysis, and other information regarding status of cases or relevant procedural issues, as appropriate. Required to staff the arraignment court on Saturdays and holidays, must be able to work occasionally on Saturdays and holidays.

EFFECTIVE 06/26/2014 ----- THIS ANNOUNCEMENT IS CANCELLED



