

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 25-2014	POSITION: Legal Assistant
POSITION GRADE & SERIES: CS-986-09	SALARY RANGE: \$46,707 - \$52,675 per annum*
OPENING DATE: 07/01/2014	CLOSING DATE: 07/15/2014
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Public Safety Division Criminal Section 441 - 4 th Street, N.W. 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

*** This position is budgeted at CS-09/01 – CS-09/05 only***

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 within the Criminal Section of the Public Safety Division. The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia. Specifically, the Section prosecutes all adult misdemeanor traffic offenses, including impaired driving cases, quality of life offenses, and offenses such as indecent exposure, unregistered firearms, and unlawful possession of ammunition.

The Legal Assistant performs comprehensive technical and clerical assignments, as designated, which require specialized knowledge of legal documents and processes in matters relative to the responsibilities of the Section. The Legal Assistant is responsible for reviewing all legal documents involved with, but not limited to, complex case files to assure that all statutes, citations, exhibits, and other relevant materials are complete and conform to pertinent laws, rules, regulations, and other requirements. Maintains electronic cases files to ensure the timely delivery of charging documents to the court and for the attorneys to be timely prepared for arraignments. Prepares all such documents in accordance with established administrative policies, stressing immediate handling of critical documents in view of court-imposed deadlines. Assists attorneys with investigations and preparation of case files. Examines, researches, compiles and evaluates factual information and data in order to prepare documents for filing in court and/or signatures for attorneys. Prepares in final form, legal and technical correspondence, pleadings, reports, memoranda, and other documents, while assuring editorial accuracy of material typed. Provides on-going assistance with case management. Gathers, sorts, and interprets data for various records. Maintains organization of case files for all court hearings on assigned cases. Enters information into the Pro Law database accurately and efficiently. Maintains all files and reference materials. Works on multiple assignments simultaneously; arranges for the filing of said documents in the proper court within the required period of time and mails or arranges for delivery of copy to opposing counsel and interested parties. Scans and shreds designated closed case files to maintain appropriate physical file storage space. Prepares statistical reports on data and collections of the office for budgetary and audit purposes. May be called upon to work on Saturdays and or/holidays to staff the arraignment court. Assists with reception of visitors and answers phone calls to the office.

QUALIFICATIONS: Specialized Experience: 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** 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 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 laws, principles, techniques and concepts of legal proceedings related to litigation .

Ranking Factor #2: Knowledge of the justice system and the interrelationships of various jurisdictions and how cases process through the system.

Ranking Factor #3: Ability to multi-task when performing assignments under tight deadlines.

Ranking Factor #4: Knowledge of and the ability to use Pro Law.

Ranking Factor #5: Skill in communicating precisely and effectively, both orally and in writing..

CONDITIONS OF EMPLOYMENT: Incumbent is required to make frequent visits; (via walking, ground or rail) from worksite to the DC Superior Court to file necessary legal documents. Additionally, incumbent is required to work with files located in multiple locations and files in varying states of condition based upon age of the file.

EMPLOYMENT BENEFITS: This is a Permanent Appointment in the Career Service. 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 government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT : 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. **A background investigation will be conducted.**

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligibles for the District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position, if found qualified. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

HOW TO APPLY: Send completed DC- 2000 job applications to the Office of the Attorney General for the District of Columbia, Human Resources Section, located at Judiciary Square: 441 4th Street, N.W., Suite 1100s; Washington, D.C. 20001. Resumes will be accepted, **in addition to**, the DC-2000 job applications, by the closing date of the announcement. Contact Information: All inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison

Specialist (202) 724-6632. Please visit www.oag.dc.gov to download DC-2000, employment application.

DISPOSITION OF RESUME: Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must re-submit your application to receive consideration for any subsequent advertised vacancies. For the purpose of employment, resumes are not considered DC Government job applications. Therefore, applicants submitting resumes must also attach a DC-2000 job application in order to receive be considered for any vacancy. Applicants will only be notified if an interview is granted.

EEO : 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 MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF
THE ATTORNEY GENERAL ONLY**

