

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 22 -2015	POSITION: Special Projects Officer
POSITION GRADE & SERIES: CS-301-15	SALARY RANGE: \$98,822 - \$135,231 per annum
OPENING DATE: 04/14/2015	CLOSING DATE: 04/28/2015
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Ofc of the Attorney General Immediate Office 441 – 4 th Street, NW Washington, DC 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:15 am - 4:45 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Permanent

This position is not in the collective bargaining unit.

The Office of the Attorney General (OAG) protects and serves the citizens of the District of Columbia by providing legal representation of the highest quality to District agencies, officers and employees. This position is located in the Immediate Office. The purpose of this position is to serve as an authoritative analyst and advisor to the Attorney General on the evaluation of the productivity and efficiency of the overall management of the agency.

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for coordinating the logistics for large, significant and complex, civil and governmental investigations. Provides support to trial teams by effectively using trial presentation technology, preparing demonstratives, performing jury research and managing trial exhibits and transcripts.

Responsible for drafting and implementing litigation plans to manage complex civil and criminal litigation cases. Gathers, analyzes and presents statistical data relative to caseloads, negotiations and advice giving.

Drafts and implements case plans, legal and factual development of strengths and weaknesses of cases. Prepares exhibits and demonstrative evidence at trial to support case strategy. Synthesizes complex cases into cogent narrative for the benefit of clients.

Develops creative and visual approaches to presenting complex set of facts and law to fact finders. Oversees document collection, review and production. Assists in conducting internal investigations, including documenting investigation steps; preparing witness interview memoranda and summaries of findings and remedial actions.

Works closely with OAG attorneys and staff in criminal proceedings, including discovery, drafting of sentencing memoranda and trial presentation support during sentencing hearings. Responsible for drafting legal documents, including pleadings, interrogatories, affidavits, subpoenas and memoranda. Assists in preparation of clients and witnesses for depositions and trial testimony.

Conducts and coordinates intra-and interagency cooperation and consultation and represents the department before diverse audiences, including community forums, executive and policymaking meetings, conferences, seminars, and management work teams. Provides briefings with managers to facilitate proper implementation of new policies and procedures resulting from new methods, standards and systems. Develops and maintains a strategic plan for the accomplishment of OAG goals, performance measures and objectives of assigned program and management assessment initiatives.

Special Placement Factors: Experience must demonstrate a thorough knowledge of precedent legal matters; ability to perform and direct legal and programmatic research; ability to draft legal documents, pleadings, interrogatories, affidavits and subpoenas; and ability to interpret extensive variety of legal and technical material in books, journals and manuals.

QUALIFICATIONS -- Experience and Education: Graduation from an accredited college or university with a bachelor's degree plus seven (7) years of specialized experience performing duties related to the work of the position. One (1) year of which must be equivalent to the CS-14 grade level in the District of Columbia Government service; Or equivalent combination of education and experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position equivalent in difficulty and responsibility to at least the next lower grade level. Experience must demonstrate analytical ability to assess and evaluate policies, programs, and issues for decision-making, and to identify potential and existing problem areas; and ability to comprehend multi-facted problems and to design appropriate and effective techniques for resolution. **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 typing directly into the free form area or by 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. Thorough knowledge of the District of Columbia statutes, Federal laws, theories, policies, and practices of the Attorney General; legal counseling; technical writing; public relations; and resource management.

Ranking Factor #2. Mastery of advanced management and organizational principles and processes, the organization, function and operations of the activity services, higher level management and their relationship to other district activities and private industry.

Ranking Factor #3. Mastery of the principles and practices of public administration, planning, management and operations research; and management improvement programs. Mastery of strategic planning and performance measurement activities.

Ranking Factor #4. Mastery in applying a wide range of methods used to gather, analyze and evaluate information concerning management processes, draw conclusions and recommend appropriate action. Skill in applying complex fact-finding, analytical and problem-solving methods and techniques.

Ranking Factor #5. Demonstrated skills in written and oral communication sufficient to prepare and present findings and recommendations; to carry out specific actions regarding controversial issues; and to sell or implement new ideas and concepts.

OTHER INFORMATION: A background investigation will be conducted.

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 application(s), 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. APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR THE RESIDENCY PREFERENCE.**

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.

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. 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: Candidates may apply in person, or send a **COMPLETED DC-2000**, Employment application for the District of Columbia, to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square Building, 441 – 4th Street, NW, Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. **RESUMES ARE NOT CONSIDERED COMPLETE 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 L. Dodson, Management Liaison Specialist (202) 724-6632. **To download the Employment Application Form, DC-2000, visit our website at www.oag.dc.gov.**

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**. Applications will not be returned.

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

