

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 43-2016	POSITION: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-11	SALARY RANGE: \$59,698 - \$76,969 pa
OPENING DATE: August 16, 2016	CLOSING DATE: August 23, 2016
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Public Safety Division 441 – 4 th Street, NW Washington, DC 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 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: Provides legal assistance to Assistant Attorneys General in court proceedings before the D.C. Superior Court. Performs legal research on particular issues and cases identified by attorney (s); researches cases, law, statutes, regulations, court rules, policies, procedures, legal periodicals, and other legal authorities that are relevant to particular issues. May attend court hearings and provide legal support in the preparation of legal documents necessary for litigation. Assists with the coordination and preparation of government witnesses for hearings and trials. Prepares for review and approval by the supervising or assigning attorney, a variety of substantive legal documents, such as pleadings, memoranda of law, trial briefs, and trial-related documents, e.g., exhibits lists, witness lists, jury instructions, trial subpoenas. Serves as contact person for assigned cases. Provides information concerning status or relevant procedural issues. Researches, analyzes, and summarizes relevant legal precedents for applicability to assigned cases. Updates and organizes case data in the case management system. Conducts statistical analyses and prepares reports, as appropriate. Utilizes established network or mainframe databases to perform simple and complex data searches, design and draft reports, and other data retrieval assignments. Handles all administrative tasks related to trial and litigation support, including, but not limited to, scanning and shredding documents, providing reception coverage, and data entry. Assists attorneys with all aspects of case petitioning (papering), trial preparation and litigation support.

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 directly 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: 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: Thorough knowledge of legal terminology and both the DC and federal rules of evidence and civil procedure, as well the litigation process and court procedures.

Ranking Factor #2: Knowledge of technical concepts related to complex, specialized areas of litigation.

Ranking Factor #3: Knowledge of legal reference materials and ability to perform legal research sufficient to compile legal documents and correspondences, verify citations and statutory references, search, analyze for legal relevance, and summarize data, make conclusions, and recommend appropriate action.

Ranking Factor #4: Knowledge and skill in interpreting, explaining, and applying a body of law, regulations, and procedures.

Ranking Factor #5: Ability to communicate effectively and skill in legal writing to prepare a variety of documents, legal briefs, and summaries.

CONDITIONS OF EMPLOYMENT: Incumbent is required to make frequent visits, (via walking, ground or rail) from worksite to the DC Superior Court or to other District of Columbia government agencies to file necessary legal documents or to obtain records.

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: Candidates may apply in person or via email by sending a PDF file containing the following to the attention of Ms. L. Dodson, Management Liaison Specialist, 202-724-6632 at OAG Recruitment@dc.gov:

1. Cover letter detailing relevant experience
2. DC-2000, Employment Application for the District of Columbia Government, available at www.oag.dc.gov ;
3. Resume; and
4. Responses to ranking factors

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

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 DC Government job applications. Applicants submitting resumes must also attach a DC-2000 job application in order to be considered for any vacancy. Therefore, to be considered all applicants must submit a COMPLETED DC-2000 EMPLOYMENT APPLICATION. Applications may be sent via e-mail to: OAG.Recruitment@DC.GOV.

Applications received outside the area of consideration and/or after the closing date will not be given consideration.

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, genetic information, 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**