

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 28-2015	<b>POSITION:</b> Paralegal Specialist
<b>POSITION GRADE &amp; SERIES:</b> CS-950-09/11/12	<b>SALARY RANGE:</b> \$48,107 - \$91,750 pa
<b>OPENING DATE:</b> May 18, 2015	<b>CLOSING DATE:</b> Open Until Filled
<b>IF OPEN UNTIL FILLED – FIRST SCREENING DATE:</b> June 1, 2015	<b>AREA OF CONSIDERATION:</b> Open to the General Public
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia 441 – 4 <sup>th</sup> Street, NW Washington, DC 20001	<b>NO. OF VACANCIES:</b> Seven (7) vacancies in the following locations: <b>Public Safety Division, Public Interest Division, Civil Litigation Division, Family Services Division</b>  <b>TOUR OF DUTY:</b> 8:15 am - 4:45 pm Monday - Friday
<b>PROMOTION POTENTIAL:</b> None	<b>DURATION OF APPOINTMENT:</b> Temporary Appointment NTE 09/30/2015

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:** Researches, analyzes, and summarizes relevant legal precedents for applicability to assigned cases; 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. Establishes and maintains an effective system of compiling, indexing, and organizing information and its sources. Prepares for review and approval by the assigning attorney a variety of substantive legal documents, such as pleadings, memoranda of law, trial briefs, appellate briefs and maintains a variety of trial-related documents, e.g., exhibits lists, witness lists, jury instructions, trial subpoenas. Serves as contact person for assigned cases and provides information and assistance concerning status or relevant procedural issues. Conducts statistical analyses as appropriate. Assists the preparation of government and expert witnesses for trial. Utilizes established network or mainframe databases to perform simple and complex data searches, report design, and other data retrieval assignments. Researches and summarizes related articles in selected newspapers, magazines, journals, and law reviews; compiles biographical summaries on the authors whose work is being reviewed; and indexes these materials for continued use by staff. Review and code documents for litigation for relevance and privilege. Identify useful information in the reviewed documents and communicate that information to review managers. Performs other duties as assigned.

**QUALIFICATIONS:** **Specialized 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.  
**GS-09:** 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.  
**GS-11/12:** Experience which demonstrates an advanced knowledge of legal research and skill in interpreting legal decisions. Examples of creditable experience may include processing legal documents; evaluating data in response to complex or sensitive requests; drafting briefs, pleadings, litigation recommendations, or other legal documents and correspondence; preparing recommendations based on findings; and reviewing legal references, case files, and other sources for information and data required by attorneys or court personnel.

**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:** 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 electronic and manual legal research techniques.

**Ranking Factor #2:** Skill in applying fact-finding, analytical, and problem-solving methods. .

**Ranking Factor #3:** Knowledge and skill in interpreting, explaining and applying a body of laws, regulations, and procedures.

**Ranking Factors #4:** Ability to evaluate pertinent facts and evidence.

**Ranking Factor #5:** 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 to file necessary legal documents.

**EMPLOYMENT BENEFITS:** This is a Temporary Appointment in the Career Service Not-To-Exceed 09/30/2015.

**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.

**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](mailto: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](http://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**

