

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 10-2014	POSITION TITLE: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-11	SALARY RANGE: \$56,271 – \$63,507 Annual *Please note that this position is only Budgeted to the grade CS-11/05 \$63,507
OPENING DATE: February 05, 2014 CLOSING DATE: February 19, 2014	TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Child Support Services Division/Legal Services Division 441 4 th Street, N.W. Washington, D.C.	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Career Service-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.

BRIEF DESCRIPTION OF DUTIES: Serves as a member of the Legal Services Section, Litigation Team. Assists the attorneys in their representation of the District of Columbia in all aspects of child support litigation from establishment of paternity and the initial entry of orders for support, to modifications of and civil enforcement of the orders. 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 case law, statutes, regulations, court rules, policies, procedures, legal periodicals, and other legal authorities that are relevant to particular issues. Provides legal assistance to Assistant Attorneys General in court proceedings before the D.C. Superior Court. Attends court hearings on a routine basis and provides legal support in the preparation of legal and financial documents necessary for litigation. Assists in the preparation of government and expert witnesses for trial. 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 trial-related documents, e.g., exhibits lists, witness lists, jury instructions, trial subpoenas. Establishes an effective system of compiling, and organizing information and its sources. Conducts statistical analyses as appropriate. Serves as contact liaison and provides information concerning case status or relevant procedural issues. Utilizes established network or mainframe databases to perform simple and complex data searches, report design, and other data retrieval assignments. Incumbent is required to attend court proceedings 3-4 days per week to provide daily coverage of all child support litigation matters, including interviewing the parties, calculating child support guidelines and negotiating consent orders.

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: 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.

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 legal terminology, DC and federal rules of evidence, as well as civil and court procedures, to perform non-routine assignments, review incoming documents and prepare various legal documents.

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

Ranking Factor #3: Knowledge of legal reference materials to perform legal research sufficient to compile information, verify citations and statutory references, analyze facts, and draw conclusions.

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

Ranking Factor #5: Skill in oral and written communication to prepare and present required data and make recommendations

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.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: 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's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: 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.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered 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 Doris Allen, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO THE CANDIDATE: Application received outside the area of consideration and/or after the closing date will not be given consideration.

EEO STATEMENTS: 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 TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL