

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 11-2014	POSITION TITLE: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-09	SALARY RANGE: \$46,707- \$57,151 Annual *Please note that this position is only Budgeted to DS-09/08 \$57,151 Annual
OPENING DATE: February 25, 2014 CLOSING DATE: March 10, 2014	TOUR OF DUTY: 8:15 am – 4:45 pm (Full-Time) 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 Service Div. Legal Service Section 441 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Term Appointment (13 Months)	

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: Incumbent prepares for review and approval by assigning attorney a variety of substantive legal documents, such as pleadings, memoranda of law, trial briefs, appellate briefs, summonses, complaints, answers, motion papers, stipulations, discovery, and discovery responses. Incorporates legal references and includes an analysis of precedents related to the case. Upon approval, processes documents and performs necessary follow up. Prepares and maintains a variety of trial-related documents, e.g., exhibits, witness lists, jury instructions, and trial subpoenas. Provides litigative case management and organize cases or court presentation by, among other things, preparing narrative summaries, charts, tables, and graphs and by preparing and organizing exhibits containing a variety of visual material, e.g., statistical charts and photographs. 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 all relevant 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. Incumbent will be assigned to Litigation Teams and are required to attend court to conduct interviews and is responsible for the negotiating and preparing of court orders.

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience. Specialized Experience is 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.

Time-in-grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Substitution of Education: A 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 and both the DC and federal rules of evidence and civil procedure, as well the litigation process and court procedures to perform non-routine assignments, such as reviewing incoming documents and determining the need for the preparation of various legal documents .

Ranking Factor #2: Knowledge of legal terminology.

Ranking Factor #3: Knowledge of legal reference materials and ability to perform legal research.

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.

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.

INFORMATION TO CANDIDATE: Applications received outside of the area of consideration and/or after closing date will not be given consideration. For the purpose of employment **resumes are not considered job applications**. Therefore to be considered all applications must submit a completed **DC-2000 EMPLOYMENT APPLICATION. RESUMES ARE NOT EXCEPTABLE.**

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 received 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.**

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 FOR THE DISTRICT OF COLUMBIA ONLY