

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 41-2016	POSITION TITLE: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-11 step 1 to 11 step 10	SALARY RANGE: \$59,698 – \$76,969 per year** **This position is budgeted to \$76,969 per year only. Offers will not be made outside of this range.
OPENING DATE: July 12, 2016	CLOSING DATE: August 2, 2016
DURATION OF APPOINTMENT: Career Service Appointment Permanent	AREA OF CONSIDERATION: OPEN TO THE PUBLIC
	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Civil Litigation Division 441 4th Street NW Washington, D.C. 20001	NO. OF VACANCIES: One (1)

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: This position is located in the Office of the Attorney General Civil Litigation Division. The incumbent will have responsibility for up to fifty cases at a time. The incumbent will be responsible for maintaining case files and correspondence. Provides assistance to attorneys with the preparation of case files including the preparation of discovery materials to be provided to litigants, the preparation of subpoenas and court notices, and requesting and obtaining necessary documents and information from outside agencies. The incumbent will have substantial contact with outside agency personnel. The incumbent will prepare a variety of legal documents, including litigation hold letters, written discovery requests and responses, privilege logs and indexes. The incumbent may be called upon to perform legal research, including search of statutes, regulations, legislative history, case law and other legal authorities applicable to particular legal matters. Reviews, analyzes, and organizes facts, documents and other evidence. The incumbent will handle sensitive information, confidential information, and information subject to the attorney client privilege, the attorney work product privilege, and various agency privileges. Attends meetings where relevant legal and factual issues are discussed. The incumbent will assist the attorneys in the preparation of government and expert witnesses for trial. The incumbent will also prepare trial notebooks, schedule witness conferences, prepare trial subpoenas, summarize deposition transcripts, draft legal documents and pleadings, prepare and organize exhibits, and other duties as required. Attends trial and assists the attorneys as needed. Investigates and becomes familiar with the facts of assigned cases. Establishes

and maintains an effective system of monitoring and tracking cases to insure compliance with all relevant deadlines. Reviews contents of reports and procedural or policy papers to identify potential problems, and to assure consistency with agency policy. Identifies, defines, and analyzes operational problems and poses options and alternatives to existing procedures. Requires strong organizational skills, time management skills and attention to detail. Also requires experience with Lexis/Nexis or Westlaw, scanners, PowerPoint, Microsoft Outlook, Microsoft Excel, and Microsoft Word and Relativity or similar document management software. Experience with Prolaw is also desirable.

In addition, the incumbent will assist the OAG FOIA Officer in responding to and tracking OAG's responses to requests for documents and/or information made to OAG under the Freedom of Information Act.

QUALIFICATIONS: Candidates must have a Paralegal Certificate or college degree. A law degree is desirable, but not required. Candidates without a law degree must have at least three (3) years 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 would include work as a litigation paralegal in a law firm or government agency. 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: A law degree can substitute for the required Specialized Experience and a Paralegal Certificate or college degree. 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: Skill and relevant experience using Relativity or similar document management software to organize, review and summarize document collections for production or for use by attorneys; skill and experience creating and maintaining production and privilege logs and summaries of relevant documents; ability to use technology to organize or log information, including OAG's responses to FOIA requests.

Ranking Factor #2: Knowledge of the rules governing discovery in civil litigation and general knowledge of legal procedures and the judicial system. Demonstrated experience responding to and propounding written discovery in civil litigation matters.

Ranking Factor #3: Ability to communicate effectively both orally and in writing; ability to prepare a variety of documents, including written discovery and responses to discovery, memoranda and reports; ability to discuss issues and findings; and ability to provide information to attorneys, supervisors, other staff and agency personnel.

Ranking Factor #4: Knowledge of and proficiency in the use of operating a personal computer, utilizing Microsoft Word, Excel, Access, PowerPoint, Relativity or similar document management software, database management and case tracking software, etc. and a willingness to learn new technology associated with assigned work tasks.

Ranking Factor #5: Knowledge and skill in interpreting, explaining and applying the Freedom of Information Act. Skill in general legal research methods is required to locate relevant rules, statutes and case law precedent.

HOW TO APPLY: Candidates should e-mail one PDF file which includes the following, addressed to Shawn Winslow (202-724-7318) at OAG.Recruitment@DC.gov by 11:59pm of the closing date indicated above:

- 1) A cover letter;
- 2) Completed DC-2000 Employment Application for the District of Columbia Government;
- 3) Résumé; and
- 4) Responses to each of the Ranking Factors.

Applications received after the closing date 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**, which can be found at oag.dc.gov.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Re-employment 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.

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, genetic information 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 TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**