

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 38-2017	POSITION TITLE: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-11 (Step 1 to Step 10) PROMOTION POTENTIAL: None	SALARY RANGE: \$61,491 - \$79,275 Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
OPENING DATE: July 12, 2017	CLOSING DATE: August 2, 2017
DURATION OF APPOINTMENT: Career Service Permanent	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Public Safety Division Mental Health Section 441 4th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: Monday – Friday 8:45 am – 5:15 pm

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.

DESCRIPTION OF DUTIES: The Office of the Attorney General (OAG) for the District of Columbia is seeking a Paralegal Specialist for the Public Safety Division, Mental Health Section. The successful candidate will possess strong organizational and time management skills, as well as attention to detail. Experience with LexisNexis or Westlaw, scanners, copiers, PowerPoint, Microsoft Outlook, Microsoft Excel and Microsoft Word is required. Prolaw experience is desirable.

Duties include:

- Providing assistance to attorneys with the preparation of various pleadings, the preparation of discovery materials, the preparation of subpoenas and court notices, requesting and obtaining necessary documents and filing/retrieving documents with the D.C. Superior Court.
- Maintaining case files, correspondence and covering the front desk.
- Maintaining and utilizing a variety of computer programs to include: Microsoft Office Suite, ProLaw, CaseFileXpress, CourtView and Credible.
- Preparing service documents and subpoena service requests.
- Drafting a variety of legal documents, including emergency petitions, petitions for civil commitment, written discovery requests and responses, proposed orders and various motions.

- Performing legal research, including search of statutes, regulations, legislative history, case law and other legal authorities applicable to civil commitment cases and guardianship cases.
- Handling sensitive and confidential information, subject to the attorney client privilege, the attorney work product privilege, and various agency privileges.
- Assisting the attorneys in the preparation of government and expert witnesses for probable cause hearings, revocation hearings and/or trial.
- Preparing trial notebooks, scheduling witness conferences, preparing witness vouchers and victims services referrals, summarizing deposition transcripts, as well as drafting legal documents and pleadings.
- Obtaining, preparing and organizing evidence and exhibits for trials/hearings, and other duties as required.
- Attending commission and court hearings/trials and assisting the attorneys as needed.
- Establishing and maintaining an effective system of monitoring and tracking cases to ensure compliance with all relevant deadlines.
- Identifying, defining, and analyzing operational problems, and posing options and alternatives to existing procedures.
- Performing other duties as assigned.

QUALIFICATIONS:

A Paralegal Certificate or law degree is desirable. Applicants must have at least four (4) years of Specialized Experience. Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the position's duties, 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 or Paralegal Certificate can be substituted for experience. However, in order to receive credit, applicants must submit official proof of education 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 by submitting responses in the relevant area provided on the DC2000 Employment Application. Please describe specific achievements, experience, education, training, etc. that demonstrates 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 assisting trial attorneys in a fast-paced environment; skill and experience handling multiple tasks with firm deadlines.

Ranking Factor #2: Knowledge of the rules governing discovery in civil litigation along with 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, ProLaw or similar database management and case tracking software, etc; ability to use technology to organize or log information.

OTHER INFORMATION: If selected, a background investigation will be conducted.

HOW TO APPLY: Candidates should e-mail an application package which includes the following, addressed to OAG.Recruitment@DC.gov by 11:59 pm of the closing date indicated above:

- 1) A cover letter;
- 2) Completed Employment Application for the District of Columbia Government (DC2000);
- 3) Résumé; and
- 4) Responses to each of the Ranking Factors.

FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS. Therefore, to be considered, all applicants must submit a COMPLETED DC2000 EMPLOYMENT APPLICATION, which can be found at www.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 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 non-District residents' 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 Veterans' Preference must submit official proof at 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.

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**