

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
EASTERN DISTRICT OF CALIFORNIA**



Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Legal Assistant (OA/Docketing), GS-0986-5/6/7

SALARY RANGE: GS-5: \$31,582.00 - \$41,052.00 per year*
GS-6: \$35,204.00 - \$45,767.00 per year*
GS-7: \$39,122.00 - \$50,854.00 per year*

***NOTE:** Salary range contains multiple grades and steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

TYPE OF APPOINTMENT: **Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment. This position is full time.**

PROMOTION POTENTIAL (IF ANY) TO: This position has known promotion potential to GS-986-7. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties and supervisory certification that the intern has developed (GS-6) or is fully proficient at performing (GS-7) key components of the KSA-Based Learning Objectives.

VACANCY ANNOUNCEMENT NUMBER: 09-EDCA-01 (FCIP)

AREA OF CONSIDERATION: Any U.S. Citizen

OPENING DATE: 10/30/08

CLOSING DATE: 11/12/08

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One*

*Based on the staffing needs of this office, additional selections may be made through this vacancy announcement.

POINT OF CONTACT: Martha Bryant
CONTACT PHONE: 916-554-2749
TDD: 916-554-2855
E-Mail: USACAE.Staffing@usdoj.gov

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

Applications may be submitted to the mailing address listed above or transmitted via e-mail to usacae.staffing@usdoj.gov. Mailed or hand delivered applications must be received by 5:00 p.m. Pacific Standard Time on the closing date. Electronic submissions must also be received by 5:00 p.m. Pacific Standard Time on the closing date of the announcement. If electronic submissions are received in an unreadable format, you will be notified via e-mail. This notification will also include a specific time limit in which to submit a hard copy application. Applications submitted using government postage or by facsimile will not be considered.

DUTIES:

Serves as a trainee legal assistant in the area of docketing for the United States Attorney's Office, Eastern District of California, Sacramento Office. In this capacity, performs data entry of case information into an automated case tracking and record-keeping system. The automated system is a tool which provides information used to manage litigation from initial referral to final disposition, and to provide comprehensive data for resource planning and evaluation.

Duties include performing criminal and civil docketing and maintaining the automated records for civil and criminal cases in the Sacramento office. The incumbent will receive training and guidance to develop to the full performance level of the position. Responsibilities include, but are not limited to, reviewing reports to identify recurring errors, producing valid and reliable data based on the specific needs of the requestor, and extracting data from automated docket data bases.

At the full performance level, will serve as a technical expert in criminal and civil docketing for the Sacramento office with independent responsibility for maintaining the automated records for civil and criminal cases. Work will require specialized knowledge of litigation processes, court proceedings, as well as legal documents, terminology, and procedures. Reviews reports to identify recurring errors. Trains new employees in the operation and use of the case tracking system. Utilizes advanced automation, statistical, and report-writing techniques to produce valid and reliable data and data analyses based on the specific needs of the requestor.

Maintains physical case files and prepares files for archiving and shipping to offsite facility. The work requires periods of recurring bending, reaching, lifting and carrying moderately heavy items such as record boxes.

Produces a variety of written documents and materials utilizing a wide range of office automation applications.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions issued by the Office of Personnel Management. This information is available for your review on OPM's web site at <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>

GS-05: Applicants at the GS-05 level must have one year of specialized experience equivalent to the GS-4 level. Specialized experience at this level may include: clerical/secretarial work with duties to include assisting and/or independently inputting and maintaining information into an automated database system; providing information to others on the status of records; assembling documents and incoming material; maintaining and locating information from files or from other sources specified by supervisor; preparing routine documents for review and approval of the supervisor; typing written documents, standardized forms and routine correspondence using word processing software; tracking information using databases and spreadsheets.

OR

Four years of successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. TRANSCRIPTS REQUIRED IF APPLYING BASED ON EDUCATION. If transcripts are not received, credit will not be given for the stated education which may result in a rating of ineligible.

Experience and education as described above may be combined to meet the minimum qualification requirements. Experience and education should be computed as percentages of the overall requirements and must equal to 100 percent when combined. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

GS-06: Applicants at the GS-06 level must have one year of specialized experience equivalent to the GS-05 level. Specialized experience at this level may include: clerical/secretarial, technical, administrative or investigative experience that demonstrates (1) ability to apply a body of rules, regulations, precedents, and procedures, (2) a knowledge of legal documents and legal or judicial processes, and (3) perform interrelated and nonstandard legal support work relating to the control and administration of the docketing process. Examples of qualifying specialized experience include substantive clerical/secretarial work in a law office or in an organization engaged in legal, quasi-judicial, or law enforcement activities with duties to include reviewing legal and

administrative documents to determine proper disposition and handling; inputting and maintaining case related information into an automated database system; reviewing reports generated from automated systems to identify errors; extracting statistical data from the system; reviewing incoming material and determining action required; verifying document facts and information against reference sources and raising discrepancies with supervisor; knowledge of legal research tools.

GS-07: Applicants at the GS-07 level must have one year of specialized experience equivalent to the GS-06 level. To qualify for consideration at the GS-7 level, specialized experience is further defined as work experience which demonstrates the ability to perform interrelated and nonstandard legal support work relating to planning, coordinating, and resolving problems relating to docketing in the assigned functional area of expertise, providing guidance and training to less experienced staff on docketing procedures; and demonstrated expertise in developing and maintaining automated records from initial referral to final disposition of cases.

Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained as a part-time for full-time occupation. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Applicants for this position must be able to type 40 words per minute. Applicants must indicate their typing speed on their application/resume. Failure to list typing speed will result in a rating of ineligible.

Applicants must meet all qualification requirements by the closing date or must meet educational qualifying requirements within 9 months of the closing date. Applications will be accepted from students who expect to complete qualifying education within 9 months from the date of application. However, agencies must verify that the education was completed successfully before the applicant can be appointed to the position.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

EVALUATION METHODS:

Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. Preference eligibles determined to be at least minimally qualified will receive additional points as appropriate. A preference eligible may not be passed over to select a non-preference eligible with the same or a lower total score. The Rating Schedule/Crediting Plan contains examples of tasks that

demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

- 1) Ability to advise others of the requirements to record and extract information from a database and interpret the output. (Describe the data you input and extract and the type of database systems used and the work environment. How do you advise others regarding this data?)
- 2) Knowledge of legal documents, terminology and procedures. (Describe in detail your knowledge of various legal procedures and terminology and how you used this knowledge and the type of work environment).
- 3) Ability to maintain automated records in a legal or non-legal environment and ensure they have been properly recorded. (Describe your experience related to recording data into an automated database system and maintaining the automated records from start to finish. Describe examples of the types of data you maintained.)
- 4) Ability to communicate orally with tact and discretion in order to provide sensitive information to various individuals or groups. (Describe the type of communication and the organizational setting. Describe how you used your communication skills in dealing with others and the type of information you conveyed to others. Describe the types of problems you encountered and the solutions you developed.)
- 5) Skill in the use of office automation hardware/software to maintain database information and produce documents, charts and/or statistical information. (Describe types of hardware and software programs used and for what purpose they were used and/or what products were produced.)

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may adversely affect the determination that you meet minimum qualification requirements and/or your referral to the selecting official.

INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

- **Agreement** - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.
- **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period.

The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.

- **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of “Skill Level 3 (Fully Proficient)” on each critical KSA of the IDP.

Conversion to Career/Career-Conditional Appointment - The federal career intern program is a two year excepted service appointment. The two years are considered a trial period and continued employment is subject to meeting all requirements of the program. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the internship, your employment will be terminated.

Competitive service employees of United States Attorney’s Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program with no break in service, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney’s Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

HOW TO APPLY:

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veteran's preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. Applicants are encouraged to provide an e-mail address in their application package. The e-mail address will be used to notify applicants on the status of their application. If no e-mail address is provided, applicants will be notified via regular mail.

VETERAN'S PREFERENCE: Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application for 10-Point Veteran's Preference (SF-15), a official statement from the Department of Veterans Affairs or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or

other appropriate documentation listed on the Standard Form 15 (SF-15) Application for 10-Point Veteran Preference (Revised December 2004). For detailed information regarding veteran's preference categories and information on how to obtain forms, please refer to the veterans guide on the Office of Personnel Management (OPM) website at:

<http://www.opm.gov/employ/veterans/html/vetsinfo.asp>

AGENCY REQUIREMENTS AND OTHER INFORMATION:

Applications must be received no later than the closing date of this announcement. Failure to submit all required documents may result in a lower rating in the evaluation process.

Payment of relocation expenses will not be authorized.

The announcement number, **09-EDCA-01 (FCIP)**, must be indicated on the application package or it will not be considered.

Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelope, using Government postage, and those transmitted to a Government fax machine.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers many optional health insurance plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

Federal Holidays - You will be paid for federal holidays that fall within your regularly scheduled tour of duty. For additional information visit: <http://www.opm.gov/fedhol/index.asp>.

This link provides an overview of the benefits currently offered to Federal employees: <http://www.usajobs.opm.gov/ei61.asp>