



COURT SERVICES & OFFENDER SUPERVISION AGENCY

NOTICE OF VACANCY

ANNOUNCEMENT NO.: OGC-04-039A (SH)
AREA OF CONSIDERATION: All Sources
OPENING DATE: 09/01/04
CLOSING DATE: 09/24/04 (Must be received by 5:00 pm)
PROMOTION POTENTIAL: GS-7
STARTING SALARY: GS-5, \$27,597 pa; GS-7, 34,184 pa

NOTE: THIS POSITION IS BEING AMENDED TO EXTEND THE CLOSING DATE. APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY FOR CONSIDERATION. THIS POSITION IS COVERED UNDER THE STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) AND IS TEMPORARY NOT-TO-EXCEED ONE YEAR. THIS APPOINTMENT DOES NOT CONFER COMPETITIVE STATUS AND CANNOT BE CONVERTED TO A CAREER/CAREER CONDITIONAL APPOINTMENT. THIS PROGRAM IS INTENDED FOR STUDENTS RESIDING IN THE WASHINGTON, D.C. METROPOLITAN AREA ONLY.

THIS POSITION IS IN THE EXCEPTED SERVICE.

Legal Intern, GS-301-5/7, (One position), Court Services & Offender Supervision Agency (CSOSA), Office of the General Counsel (OGC), Washington, DC.

Are you a law student looking for an employment experience that will allow you to earn a salary while obtaining specialized experience as you pursue a law degree? Would you be interested in contributing your efforts to enhance public safety, prevent crime and support the fair administration of justice in collaboration with communities within the District of Columbia? If so, CSOSA is accepting applications for a Legal Intern. Applications will be accepted for students who wish to work part-time while attending school. The position is being filled on a temporary basis through the federal Student Temporary Employment Program (STEP), and appointments may be extended on a yearly basis until the student completes the requirements for a degree.

DUTIES: This position is located in the Office of the General Counsel (OGC) which is responsible for providing legal advice and direction on issues in areas of labor and employment law, tort liability, appropriation law, confidentiality and correctional law. The incumbent will assist the attorneys with researching legal references through verification of citation and statutory references contained in legal documents. Provides assistance to attorneys in trial preparation and courtroom presentation by maintaining a master calendar of assigned active cases, by tracking dates, developing and maintaining a

suspense system for ongoing cases. Drafts and prepares a variety of legal documents including legal memoranda, correspondence, discovery requests and responses, pleadings, policies, ethics opinions, etc. Reviews and comments on documents (e.g. policies, incoming correspondence, opinions, discovery requests, investigations). Provides legal and administrative support for all OGC functions including litigation support and document production. On occasion may provide support of legal or administrative nature to other components of OGC (e.g., Records Management and FOIA).

QUALIFICATIONS:

GS-5 - 4 year course of study leading to a bachelor's degree OR 3 years general experience, 1 year of which was equivalent to at least GS-4.

GS-7 - 1 full year of graduate level education OR superior academic achievement (SAA), OR 1 year of specialized experience equivalent to at least GS-5.

General experience is experience that demonstrates the ability to analyze problems to significant factors, gather pertinent data and recognize solutions; plan and organize work; and communicate effectively orally and in writing. *Specialized experience* at the GS-5 level is experience assisting with drafting/preparing a variety of legal documents including legal memoranda, correspondence, discovery requests and responses, pleadings, policies, and ethics opinions. *Specialized experience* at the GS-7 is experience in researching legal references and providing assistance to attorneys in trial preparation and courtroom presentation by maintaining a master calendar of assigned active cases, tracking hearing dates, developing and maintaining suspense system for ongoing cases. *Superior Academic Achievement (SAA)*. S.A.A. is based on (1) **Class Standing** – Applicants must be in the upper third of the graduating class in a college or university; (2) **Grade Point Average (GPA)** – Applicants must have a grade point average of: (a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or (b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field completed during the final 2 years of curriculum.

PROGRAM REQUIREMENTS: Interested applicants **MUST** be enrolled or accepted for enrollment as a degree-seeking student in an accredited college, university, graduate or professional school on at least a half-time basis (determined by the particular school or university); **MUST** be a U.S. citizen.

AGENCY BACKGROUND INFORMATION:

The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

HOW TO APPLY: Interested applicants should submit one of the following: an OF-612, SF-171 or resume; **MUST** provide a transcript or verification of enrollment (attached to the application) for new students from an academic, vocational, or technical school that includes grade point average (if applicable). Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510) such as your date of birth, social security number, and country of citizenship. A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Completed applications should be mailed or delivered to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Room 820, Washington, D.C. 20006. Attention: Sherry Harrison. For additional information concerning this announcement, please contact Sherry Harrison on 202-220-5605 or TTY (202) 220-5474. Applications **must** be received by 5:00 pm on the closing date.

Applicants must fax, email or mail the required documents by the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Relocation Expenses: Relocation expenses are not authorized.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency 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 Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: 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 in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.