

**U.S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF ENFORCEMENT OPERATIONS
FOIA/PA UNIT
ATTORNEY ADVISOR-CHIEF/GS-15**

**This position is open to all government attorneys.
Announcement Number: 07-CRM-OEO-021
Open until filled**

The Office of Attorney Personnel Management, U.S. Department of Justice, is seeking an experienced attorney to serve as Attorney Advisor/Chief, Freedom of Information/Privacy Act (FOIA/PA) Unit, Office of Enforcement Operations, Criminal Division, in Washington, D.C. As Chief of the FOIA/PA Unit the incumbent is responsible for planning, organizing and directing the Unit and for the satisfactory performance of all functions assigned to it. The FOIA/PA Unit processes all Freedom of Information Act (FOIA) and Privacy Act (PA) requests for records received by the Criminal Division and is responsible for coordinating with all Sections of the Division, and other legal divisions of the Department, regarding collection, maintenance and use of data to insure full compliance with the FOIA and PA. The incumbent is also required to coordinate with the Civil Division and other components of the Department in responding to litigation matters in which the Criminal Division is a defendant. The incumbent is required to be familiar with the requirements imposed by the Department on Criminal matters. Incumbent must be able to deal effectively with the public, in both oral and written communications, as spokesperson for the Division regarding implementation of the provisions of the Freedom of Information Act and Privacy Act.

Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia, and have at least five years of post J.D. legal experience in the field of criminal law. Applicants must also have: 1) Solid litigation experience; 2) Demonstrated experience in FOIA and PA work; 3) Strong academic credentials; 4) Excellent research and writing skills; and 5) Demonstrated ability to work collegially. Current salary and years of experience will determine the appropriate salary level for the position. Salary range for the GS-15 is (\$110,363 - \$143,471).

Applicants must submit a resume and/or OF-612 (Optional Application for Federal Employment), a short or partial writing sample (not to exceed five pages), and a current performance appraisal (if applicable) to:

U.S. Department of Justice
Criminal Division
Office of Enforcement Operations
Suite 1210, 1301 New York Ave. N.W.
Washington, D.C. 20530
Attn: Anna Azmi

A current SF-171 (Application for Federal Employment) will be accepted as well. No telephone calls please. The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace and persons selected will be required to pass a drug test to screen for illegal drug use prior to final approval. Employment is also contingent upon a satisfactory completion of a background investigation adjudicated by the Department of Justice. This announcement can be found on the Internet at: <http://www.usdoj.gov>.