



United States Sentencing Commission

Vacancy Announcement

POSITION:	DIRECTOR, LEGISLATIVE AND PUBLIC AFFAIRS
ANNOUNCEMENT:	#09-01
SALARY RANGE:	Equivalent to SES-0301-01 (\$157,882) to SES-0301-03 (\$161,542)
OPENING DATE:	Monday, October 13, 2008
CLOSING DATE:	Open Until Filled (first cut-off date (November 21, 2008))
AREA OF CONSIDERATION:	All Sources
ORGANIZATION LOCATION:	U.S. Sentencing Commission, Office of Legislative and Public Affairs, Washington, DC

The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitors and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

BENEFITS AND CONDITIONS OF EMPLOYMENT

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

This position is in the **excepted** service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check, and requires fingerprinting.

DUTIES AND RESPONSIBILITIES

The incumbent will serve as director of the Office of Legislative and Public Affairs. Responsibilities include: (1) developing and managing legislative strategies for Commission policy proposals and coordination of the Commission's advisory role to Congress on crime and sentencing policy; (2) drafting congressional testimony and conducting briefings and meetings with Members of Congress, their staffs, the Department of Justice, other governmental agencies, and relevant interest groups; (3) advising the Commission regarding the congressional crime policy agenda;

(4) managing the Commission's public affairs activities such as responding to inquiries and requests for information from the public, attorneys, the criminal justice community, Congress, the media, and government agencies; and, (5) managing the production and distribution of final reports generated by the various Commission offices and the proofreading of Commission publications.

MANDATORY EDUCATION AND QUALIFICATION REQUIREMENTS

Applicants must have demonstrated leadership abilities and extensive management experience which is directly related to the line of work of this position and which has equipped the applicant with the particular knowledge, skills, and abilities to carry out the duties of this position. Progressively responsible administrative experience in public service or in the private sector business which provides a thorough understanding of organizational, procedural and human aspects in managing is required. Applicants must possess a law degree (JD) from an accredited law school and be a member in good standing of the Bar of a state, territory, the District of Columbia, the Commonwealth of Puerto Rico, or a Federal court of general jurisdiction. In addition, applicants who are current or former federal employees must have at least one year of specialized experience equivalent to GS-15. Highly competitive applicants will have education and/or experience in most or all of the following areas:

Applicants must address the following Knowledge, Skills, and Abilities (KSAs) in a cover letter or separate narrative statement:

- (1) Effective leadership and management skills, gained through training and previous assignments in formal and informal leadership roles, which includes the:
 - a. Ability to lead and work effectively with diverse, cross-functional teams;
 - b. Ability to effectively define, develop, and communicate objectives, initiatives, and issues;
 - c. Ability to inspire and motivate others to achieve the mission;
 - d. Ability to foster a collaborative work environment by encouraging information sharing, constructive feedback, and cooperation from others;
 - e. Ability to effectively delegate activities to achieve desired results; and,
 - f. Ability to evaluate the performance and skills of subordinates and provide training and developmental feedback on an ongoing basis.
- (2) Understanding of the federal sentencing guidelines, the guideline amendment process, federal criminal law and criminal procedure, and constitutional law, as well as the Commission's organic statute and rule-making process;
- (3) Comprehensive knowledge of the operations of Congress, as well as the Members and staff involved in congressional crime policy-making;
- (4) Excellent legal analysis, writing, and editing skills. The applicant must possess the ability to express, orally and in writing, complex legal issues in clear and succinct language so that the concepts are understood by both lawyers and non-lawyers, and must also possess effective presentation skills in business meetings and public forums; and,
- (5) Ability to serve as a spokesperson for the agency and to develop and maintain harmonious and effective working relationships with a variety of Federal organizations, key individuals and interest groups.

HOW TO APPLY: To be considered, applicants must submit: (1) a resume, (2) a cover letter, and (3) a separate written narrative statement that addresses the knowledge, skills, and abilities (KSAs). Please submit one set of application materials either by mail or e-mail. Please submit one set of application materials either by e-mail or mail:

To submit application materials via e-mail:

E-mail applications to Vacancy1@ussc.gov in (WordPerfect 7.0–13.0 or MSWord 2000–XP formats only). **Specify the vacancy announcement number and job title in the subject line of your E-mail.**

To submit application materials by mail

Send to: **U.S. Sentencing Commission, Office of Human Resources, ATTN: Vacancy Announcement #09-01, One Columbus Circle, NE, Suite 2-500, South Lobby, Washington, DC 20002-8002**

We do not accept application materials via facsimile. All application materials, sent via e-mail or mail, must be received by our Human Resources Office by **CLOSE OF BUSINESS (5:00 PM) on the closing date. Applications will be screened as they are received and interviews may be conducted before the closing date.** For additional information or a copy of this vacancy announcement, please visit our Internet web site <http://www.ussc.gov>. **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

AN EQUAL OPPORTUNITY EMPLOYER
