

**U.S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
DIRECTOR, TRAINING CENTER
GS-905-15
08-CRM-ADM-006**

- About the Office:** Join the leadership of the Criminal Division as you assume responsibility for the professional development and training of a workforce (attorney and non-attorney) of more than 700 people. The Division is committed to providing top-notch training, as well as professional development and leadership opportunities to its employees. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from fraud to computer crimes, violent crime, and more. For more information regarding the work of the Criminal Division, please visit our website at: www.usdoj.gov/criminal.
- Responsibilities:** The Director is responsible for developing and maintaining an innovative and progressive training curriculum (using inside and outside resources) tied specifically to identified skill gaps; strategic priorities of the Division; and management and leadership competencies. The Director is also responsible for assisting Division Attorneys in satisfying their State Bar Continuing Legal Education requirements. The Director must also devise and implement strategies to ensure that the Division's busy staff avail themselves of the professional development opportunities provided. In formulating a comprehensive training curriculum, the Director should "think outside the box" and provide training in different forms (live courses, portable media, e-learning, etc.) to ensure maximum impact. The Director must regularly seek input from the Division employees on the content of the curriculum and should regularly and formally assess the program's effectiveness. The Director must work closely with the Division leadership to ensure that the curriculum advances the Division's priorities.
- Qualifications:** Required qualifications: Interested parties must possess a J.D. degree, be admitted to practice before the bar of any U.S. jurisdiction and be an active member of that bar and have at least five (5) years post-J.D. experience.
- Preferred qualifications: Applicants must have excellent interpersonal and management skills, be mature and self-sufficient, be "outside the box" thinkers with a "can-do" attitude, must communicate effectively, and must have a demonstrated track record of leadership. Prior experience in a legal training environment is valued, but not critical if other competencies are present.
- Travel:** Domestic travel is possible.
- Salary Information:** GS-15: \$115,317 - \$149,000 per annum
- Location:** The position is located in Washington, DC
- Relocation Expenses:** Relocation expenses are not authorized.
- Submission Process and Deadline Date:** Applicants must submit a resume or a current OF-612 (Optional Application for Federal Employment), and a current performance appraisal (if applicable). A current SF-171 (Application for Federal Employment) will be accepted as well. Applications should be sent to CRIMINAL.CRMJOBS@USDOJ.GOV. The applications may also be faxed to (202) 353-0775 or mailed to:

U.S. Department of Justice
1400 New York Avenue, NW
Bond Building, Ste 5000
Washington, DC 20530
ATTN: Jill Colburn

This position is opened until filled. No telephone calls. Current salary and experience will determine the appropriate salary.

Internet Sites:

www.usdoj.gov/criminal.

Other attorney vacancy announcements can be found at:

www.usdoj.gov/oarm/attvacancies

Department Policies: *The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. 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. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions.