

**U.S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
OFFICE OF OVERSEAS PROSECUTORIAL DEVELOPMENT,  
ASSISTANCE AND TRAINING  
EXPERIENCED ATTORNEY / GS-14 to GS-15  
Vacancy Announcement Number: 08-CRM-OPDAT-043**

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The Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT) **seeks an Experienced Department Trial Attorney** to apply for a Senior Ministry Advisor (Legal) position in the Active Response Corps.

**About the Office:**

A primary mission of the Department of Justice in support of the U.S. national security strategy is combating international terrorism and other forms of transnational crime (e.g., trafficking in persons, organized crime, public corruption, money laundering, narcotics, cyber crime, and intellectual property violations). To accomplish this mission, the Department must have effective partners abroad. The fundamental interests of the United States are also served by the promotion of democracy and regional stability, and the establishment of rule of law overseas. To attain these goals, the Justice Department must continue to help develop effective foreign law enforcement and justice sector institutions and partnerships. The Active Response Corps (ARC) is intended to be the “first responder” capability among the Department’s corps of experts who have stepped forward to be on the cutting edge of justice sector engagements in future stabilization and reconstruction missions.

**Responsibilities and Opportunities Offered:**

The Senior Ministry Advisor provides advice and assistance concerning a range of issues relating to the proper and effective administration of justice. The Senior Ministry Advisor provides technical advice and assistance at ministry level regarding how to structure, organize, and manage in order to effectively dispose of criminal and civil cases. The Senior Ministry Advisor advises regarding the preparation and review of budgets, the personnel management system and other administrative functions. The Senior Ministry Advisor manages justice sector specialized development functions. The Senior Ministry Advisor engages with senior U.S. and foreign counterparts and leads subordinate expert advisors toward the accomplishment of the strategic goals

and Administration priorities. This position can be filled either as a **reimbursable detail or by full-time term employment**. Each ARC member will have stabilization and reconstruction related assignments and professional development requirements. Each ARC member will be called upon to deploy at short notice from a usual assignment location to a designated overseas location when a USG engagement requires a surge of USG civilian expertise. After a period of initial functional and readiness training, each ARC member may be utilized for varying professional development assignments overseas, but should always be prepared for an emergency stabilization and reconstruction deployment for one period of up to 180 days during any two year period of service in the ARC. Members of the ARC must satisfy a State Department Class I medical clearance process and should maintain an appropriate level of physical fitness as ARC deployments may be more physically demanding than other duties, domestic or overseas. ARC members will be asked to participate in initial reconstruction and stabilization training provided by the State Department beginning in the spring of 2009 in order to hone and maintain their skills for deployment service. The operational readiness of the ARC is maintained through an integrated training, exercise, and professional development program. In addition to providing all personnel related expenses, the State Department underwrites the training costs and the deployment/TDY costs of the activated ARC members.

**Required Qualifications**

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. **Applicants must be current Department Trial Attorney** and must have at least four or five years of post J.D. experience to be qualified at the GS-14 or 15 level. Applicants must have the ability to function effectively in an international, multi-cultural environment; be mature and self-sufficient; communicate effectively orally and in writing; be able to efficiently initiate and manage work projects; and possess extensive prosecutorial experience. Members of the ARC must satisfy a State Department Class I medical clearance process and will be required to maintain an appropriate level of physical fitness as ARC deployments may be more physically demanding than other duties, domestic or overseas.

**Preferred Qualifications:**

Comparative law experience with foreign criminal justice systems and a general professional proficiency in one or more foreign

languages are desirable attributes. Additionally, each ARC member will be asked to participate in initial reconstruction and stabilization training provided by the State Department beginning in the spring of 2009 in order to hone and maintain their skills for deployment service. As the operational readiness of the ARC is maintained through an integrated training, exercise, and professional development program, applicants are advised that each ARC member may be utilized for varying professional development assignments overseas.

**Application Process**

Interested candidates should, as soon as possible, submit a completed Active Response Corps Applicant Cover Sheet (which can be found at the bottom of this listing), a resume, and a listing of three references. Faxed submissions are also acceptable. Mr. Alexandre's fax number is (202) 616-8429. Please mail to the attention of:

**U.S. Department of Justice  
Office of Overseas Prosecutorial Development, Assistance  
and Training (OPDAT), Criminal Division  
10th and Pennsylvania Aves., NW  
Washington, DC 20530  
ATTN: Mr. Carl Alexandre, Director**

**Deadline Date:**

Applications will be accepted until **filled**.

**Salary Information:**

Current salary and years of litigation experience will determine the appropriate salary. The possible salary range is GS-14 (\$98,033 - \$127,442 per annum) to GS-15 (\$115,317 - \$149,000 per annum).

This and selected other legal position announcements can be found on the Internet at:  
<http://www.usdoj.gov/careers/oarm>.

*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 the persons selected will therefore be required to pass a drug test to screen for illegal drug use prior to final approval. Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.*

*The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. 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.*

**Active Response Corps (ARC) Applicant Cover Sheet**

**1. Name:**

**2. Home Address:**

**3. Business Address:**

**4. Contact Numbers:**

**5. Email address (work and personal):**

**6. Grade:**

**7. Work specialty:**

**8. Languages (include proficiency level 1 thru 5):**

**9. Military experience (Y/N; if Y, specify MOS or expertise & deployments):**

**10. International organization experience:**

**11. Previous foreign country experience (specify length of assignments/living experience):**

**12. Reconstruction & Stabilization training courses completed (list course numbers, title and date of completion):**

**13. Other relevant training/experience/individual skills:**

**14. Reconstruction & Stabilization Sectoral Skills (list all sectors that apply: Security, Justice and Reconciliation, Humanitarian and Social Well-being, Governance and Participation, Management /Logistics, Technical Support Skills):**