

Offices, Boards And Divisions

Department: **Department Of Justice**

Agency: **Justice Offices, Boards and Divisions**

Sub Agency: **Criminal Division**




Overview

Office Automation Assistant

Salary Range: 33,269.00 - 53,574.00 USD per year

Open Period: Monday, May 04, 2009
to Monday, May 11, 2009

Series & Grade: GS-0326-05/07

Position Information: Part Time Permanent - No time limit

Promotion Potential: 07

Duty Locations: 2 vacancies - Washington, DC

Who May Be Considered:

US citizens

Job Summary:

As you explore your future job options, we invite you to consider the rewarding and challenging opportunity of serving as an Office Automation Assistant for the Criminal Division. The Criminal Division is a 800 person organization including attorneys, legal support and administrative professionals. The Criminal Division is responsible for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, 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, and more.

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for Department of Justice applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. [To obtain information about this position and TO APPLY, please click on http://www.avuecentral.com/vacancy.html?ref=AQUUX.](http://www.avuecentral.com/vacancy.html?ref=AQUUX)

Key Requirements:

- See Other Information.

Duties

Major Duties:

DUTIES: *(The duties described reflect the full performance level of this position)*

Processes incoming and outgoing materials such as mail, correspondence, reports, memoranda, and other forms of written communication. Performs the following types of duties: composes letters and reports, reviews correspondence for accuracy and completeness, prepares public presentation outlines, and develops standard or form letters and replies to inquiries.

Qualifications and Evaluation

Qualifications:

KNOWLEDGE, SKILLS, AND ABILITIES: *(The KSAs below may not apply at all grades)*

Ability to communicate effectively other than in writing.

Knowledge of office automation software applications.

Knowledge of clerical practices and office routines that directly support management decisions and organizational effectiveness.

Knowledge of office administrative practices and procedures.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Grade 05: Qualifying experience for the GS-5 level includes one (1) year of specialized experience equivalent to the GS-4 level or four years of education above the high school level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: The experience requirements for the GS-5 level may be met by completion of a bachelor's degree or four years of education above high school.

COMBINING EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed post high school education and specialized experience may be used to meet the total experience requirements.

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute.

Grade 06: Qualifying experience for the GS-6 level includes one (1) year of specialized experience equivalent to the GS-5 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: As a general rule, education is not creditable above GS-5 for most positions; however, graduate education may be substituted for experience in those few instances where the graduate education is directly related to the work of the position.

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute.

Grade 07: Qualifying experience for the GS-7 level includes one (1) year of specialized experience equivalent to the GS-6 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: As a general rule, education is not creditable above GS-5 for most positions; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

See Other Information for further requirements.

How You Will Be Evaluated:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

Benefits and Other Information

Benefits:

See Other Information.

Other Information:

APPLICATIONS WILL BE ACCEPTED ONLINE. APPLICANTS MUST CONTACT CANDACE SAMUELS BEFORE THE CLOSING DATE OF THIS ANNOUNCEMENT FOR ALTERNATIVE APPLICATION PROCEDURES IF APPLYING ONLINE POSES A HARDSHIP.

If you are a federal employee with status and you wish to be considered under Merit Promotion (MPP) hiring procedures ONLY, you must apply to the MPP announcement, 09-CRM-TM-043, which is a separate announcement in the AVUE system.

If you are a federal employee with status and you wish to be considered under MPP and Delegated Examining Unit (DEU) hiring procedures, you must apply to this announcement and the MPP announcement, 09-CRM-TM-043, which is a separate announcement in the AVUE system.

To receive consideration for this position, a complete application package, including any required supplemental documentation, (DD214, SF15, etc.) must be received by the closing date of the announcement. Applicants claiming veterans preference must submit all required documentation by the closing date in order to be awarded preference.

All qualification requirements must be satisfied by the closing date of the announcement.

BASIS OF RATING: You will be rated based on your qualifications as evidenced by the education; experience and training you report which shows that you possess the knowledge, skills and abilities KSAs required. Paid/unpaid experience will be considered. An automated score will be calculated based on your responses to the Vacancy Specific Questions and/or KSAs. If you are eligible for veterans' preference, preference points will be added to your score. Your self-determined rating, narrative responses, resume and supporting documentation will be reviewed and all responses provided must be substantiated. If upon review, it is determined that your resume, narrative responses, and/or supporting documentation do not support your response choices, you may not receive full consideration.

Selectees may be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

The Department of Justice is an 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 or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with disabilities and 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.

The Department provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing specialist listed in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Moving expenses are not authorized.

Relocation expenses are not authorized.

Government housing is not available.

BENEFITS: A variety of health insurance plans; retirement system with investment options; paid holidays; paid sick and annual (vacation) leave; life insurance; incentive systems; subsidized transportation, flexible work schedule, training and development opportunities, family/worklife program, etc.

Recruitment bonus is not authorized.

Entrance on duty is contingent upon completion of a pre-employment security investigation.

As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Applicants must be U.S. citizens or nationals.

Applicants must meet all qualification requirements by the closing date of this announcement.

Veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military designated campaigns are entitled to preference over non-veterans both in hiring from competitive lists of eligibles and in retention during reductions in force. Preference does not have as its goal the placement of a veteran in every vacant Federal job; however, preference does provide a uniform method by which special consideration is given to qualified veterans seeking Federal employment. When applying for Federal jobs, eligible veterans should claim preference on their application or resume.

To be entitled to preference, a veteran must have been discharged under honorable conditions which is documented on Member Copy 4 of the DD214. If the appropriate copy of the DD214 is not submitted and the discharge status is not confirmed, the candidate will not receive credit for their claimed active duty military service.

If claiming 5 points, applicants must submit Member Copy 4 of their DD214. If claiming 10 points, applicants must submit Member Copy 4 of their DD214 and an SF-15 along with the documentation specified on the reverse side of the form. If the SF-15 is not submitted, the documentation required by the form verifying the service connected disability (e.g., letter from the VA confirming the disability) must be submitted in order to receive 10-point preference consideration. If you are claiming derived preference (relative of the veteran), you must submit Member Copy 4 of the DD214, the SF-15 and the supporting documentation specified on the reverse side of the form. All candidates must submit all other required application materials as specified in this vacancy announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and score 85 or better on established ranking criteria, not including veterans' preference points, if applicable. CTAP and/or ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a recent (or last) performance appraisal; a "Notice of Personnel Action" (SF-50) documenting separation; or, if applicable, an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Initial appointment may require completion of a one-year probationary period.

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If you are a David L. Boren scholar or fellow, and are not currently a student, the Homeland Security Act of 2002 provides that you can be considered, under a special appointing authority, for vacancies that are advertised under an agency's promotion procedures. Contact the National Security Education Board for assistance in determining whether this position will meet NSEP service requirements (<http://www.nsepnet.org>).

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How to Apply

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Required Documents:

See Other Information.

Contact Information:

Candace Samuels
Phone: (202) 514-2811
Fax: 202-353-0775
Email: Candace.Samuels@usdoj.gov

Or write:

Department of Justice
McPherson Square, P. O. Box 275
Bond Bldg, 5th Floor
Washington, Dist of Columbia 20038
US
Fax: 202-353-0775

What To Expect Next:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Please Note:

Veterans' preference does not apply to positions in the Senior Executive Service, and may not apply to other excepted service appointing authorities. If you have questions about the applicability of veterans' preference for a particular vacancy please contact the agency posting the announcement.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service after October 15, 1976, the veteran must have received a Campaign Badge, Expeditionary Medal, a service connected disability, or have served during the Gulf War between August 2, 1990 and January 2, 1992 or for more than 180 consecutive days, other than

training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.



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Send Mail

Send Mail to:

Department of Justice
 McPherson Square, P. O. Box 275
 Bond Bldg, 5th Floor
 Washington, Dist of Columbia 20038
 US
 Fax: 202-353-0775



Questions?

For questions about this job:

Candace Samuels
 Phone: (202) 514-2811
 Fax: 202-353-0775
 Email: Candace.Samuels@usdoj.gov

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