

TITLE, SERIES, GRADE: Director, Office of Enforcement Operations, ES-905

PAY RANGE: \$117,787 - \$177,000*

*(SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission.)

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 09-CRM-SES-01

AREA OF CONSIDERATION: All Sources

OPENING DATE: 7/10/09

CLOSING DATE: 8/28/09*

(Please note that the deadline has been extended from August 7th to August 28, 2009.)

DUTY LOCATION: Criminal Division, Office of Enforcement Operations, Washington, DC

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

The candidate will serve as the Director of the Office of Enforcement Operations (OEO) in the Criminal Division reporting under the general supervision of the Assistant Attorney General and direct supervision of a Deputy Assistant Attorney General. The Office of Enforcement Operations oversees the use of the most sophisticated investigative tools at the Department's disposal. It reviews all federal electronic surveillance requests and requests to apply for court orders permitting the use of video surveillance; provides legal advice to federal, state, and local law enforcement agencies on the use of federal electronic surveillance statutes; and assists in developing Department policy on related issues regarding emerging technologies and telecommunications. It authorizes or denies the entry of all applicants into the federal Witness Security Program (WSP), coordinates and administers matters relating to all aspects of the WSP among all Program components, and approves or denies requests by federal agencies to utilize federal prisoners for investigative purposes. The Office approves or reviews matters such as witness immunity requests, transfer of prisoners to and from foreign countries to serve the remainder of their prison sentences, attorney and press subpoenas, applications for S Visa status and disclosure of grand jury information. It provides legal advice and assistance in a wide variety of matters, such as crimes affecting government operations, mental competency and insanity, interstate property crimes and crimes in Indian country. The Office processes all requests for Criminal Division records made pursuant to the Freedom of Information Act and Privacy Act, and assists United States Attorneys' Offices in advocating the Division's position in civil litigation filed under these statutes. It registers entities as required by the Gambling Devices Act of 1962, and coordinates witness and victim assistance and related legal issues for the Division. OEO is an office of approximately 45 attorneys and 50 professional and clerical employees with responsibility for carrying out the effective use of these most sophisticated investigative tools. By providing direct supervision, training and mentoring for its attorneys and other professionals, the Office seeks to effectively develop the knowledge, skills and judgment required to fulfill its unique and important mission.

MAJOR DUTIES:

The Director of the Office of Enforcement Operations:

- Oversees one of the largest components within the Criminal Division and plays a vital role in implementing the Attorney General's Strategic Plan and performance goals that

relate to investigating high-technology crimes, reducing narcotics trafficking and violent crime, dismantling organized crime and violent street gangs, and law enforcement's use of sensitive investigative techniques in counterterrorism investigations.

- Provides the United States Attorneys' Offices, various Justice Department components, and federal law enforcement agencies with a wide range of prosecutorial and investigative support services, including legal advice involving myriad federal criminal laws and regulations, statutorily required reviews/approvals, and oversight of the use of the most sophisticated investigative tools, including electronic surveillance, the Federal Witness Security Program, and grants of immunity to witnesses and special administrative measures imposed on persons in federal custody.
- Assists in developing Department policy on emerging technologies and telecommunications issues and their impact on investigative authorities and capabilities; improves federal-state collaboration and the exchange of information on these issues.
- Reviews, comments on the implications of and makes recommendations with respect to new and proposed changes in legislation relating to statutes for which the Office has responsibility. Prepares detailed memoranda and briefing materials with regard to a number of litigation support functions, such as obtaining authorization for electronic surveillance, press subpoenas, court closures, search warrants subject to the Privacy Protection Act or involving attorneys, grand jury disclosures, immunities, and tax disclosures.
- Responds to requests made to the Division for disclosure of information under the Freedom of Information and Privacy Act.
- Advises senior officials concerning legal and policy questions relating to the statutes administered by the Office and the status of important or highly specialized matters within the Office's responsibilities.
- Manages the Office's financial, human and technical resource allocations. Ensures that resource enhancements necessary for proposed priorities are identified and justification for additional funding is prepared to ensure adequate funding levels.
- Uses efficient and cost effective approaches to integrate technology into the workplace for improved program effectiveness and enhanced decision-making.
- Actively promotes and supports the Division's equal employment policies and programs designed to enhance workforce diversity. Demonstrates a firm commitment to applying merit promotion principles in all aspects of hiring, selection, training and development and employee retention.
- Provides direction to Deputies and Unit Chiefs who manage the day-to-day operations of the Office, including but not limited to supervision of professional and administrative staff, procurement, budget allocation, hiring, personnel disciplinary actions, and a wide variety of Department reporting responsibilities.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/>.

Professional/Technical Requirements:

1. Significant experience in providing legal advice and policy guidance in the effective use of sophisticated investigative tools, including electronic surveillance, and the potentially sensitive use of other investigative and prosecutive authorities within the Office's areas of responsibility.
2. Extensive knowledge of federal criminal practice and related Department of Justice policies.
3. Experience managing and supervising employees, including reviewing the work products of federal attorneys in the areas of electronic surveillance, court closures, attorney subpoenas, witness security and relocation, or other areas in federal criminal practice involving potentially sensitive programs or investigative authorities.
4. Familiarity with the Federal regulatory and investigatory agencies, on-going programs, and key national goals and priorities related to enforcement operations.
5. Ability to establish and maintain harmonious relationships with the public, members of Congress, federal law enforcement agencies, United States Attorneys' Offices, and Department and Division senior officials.

Specialized Education:

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

- Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS. This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- 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 non-membership in an employee organization, or on the basis of personal favoritism.

- 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, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

To receive consideration, applicants must submit:

- (1) A resume or an Optional Application for Federal Employment (OF612).
- (2) A separate supplementary statement addressing each of the Professional/Technical **AND** Executive/Managerial Requirements listed above. Individuals who are current or former Career SES members (approved by OPM and have completed an initial probationary period) need not submit an Executive Core Qualifications statement. Applicants must meet qualification requirements by the closing date of the announcement.
- (3) If you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775. If mailing your application, we advise that you use FedEx or other express mail service instead of regular mail. Applications **MUST BE RECEIVED BY THE CLOSING DATE** at:

Department of Justice
Criminal Division
McPherson Square, P.O. Box 27599
ATTN: Monet Miechowski
Human Resources Management Staff
Bond Building, Suite 5000
Washington, DC 20038

APPLICATION E-MAIL: SES.CRMJOBS@USDOJ.GOV

CONTACT: Monet Miechowski

CONTACT E-MAIL: Monet.Miechowski@usdoj.gov

CONTACT PHONE: 202-305-1620

FAX: 202-353-0775

TDD: 202-305-2918