

CHIEF

ES-905

**FRAUD SECTION**

\*(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-02

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 7/20/09

**CLOSING DATE:** 8/21/09

**DUTY LOCATION:** Criminal Division, Fraud Section, Washington, DC

**NUMBER OF VACANCIES:** 1 Position

**JOB SUMMARY:**

The incumbent will serve as Chief of the Fraud Section of the Criminal Division reporting under the general supervision of the Assistant Attorney General for the Criminal Division and the direct supervision of a Deputy Assistant Attorney General. The Fraud Section plays a unique and essential role in the Department's fight against sophisticated economic crime. The Section is a front-line litigating unit that acts as a rapid response team, investigating and prosecuting complex white collar crime cases throughout the country. Fraud Section cases focus on corporate, securities, commodities, and investment fraud, foreign bribery (Foreign Corrupt Practices Act), health care fraud, financial institution and insurance fraud, procurement and government program fraud, mass marketing fraud, and other complex criminal schemes. The Fraud Section plays a leading role in the investigation, prosecution, and coordination of cases relating to securities, mortgage, and other financial fraud that contributed to the current financial crisis, as well as to fraud involving the substantial federal funds being disbursed through the Troubled Asset Relief Program (TARP) and the Recovery Act. The Section is uniquely qualified for its important mission based on its vast experience with sophisticated fraud schemes; its expertise in managing complex and multi-district litigation; and its ability to deploy resources effectively to address law enforcement priorities and respond to geographically shifting crime problems.

The Fraud Section also plays a critical role in the development of Department policy. The Section implements enforcement initiatives and advises the Department leadership on such matters as legislation, crime prevention, and public education. The Section frequently coordinates interagency and multi-district investigations and international enforcement efforts and assists prosecutors, regulators, law enforcement and the private sector by providing training, advice and other assistance. The Section also participates in numerous national and regional working groups. To fulfill its mission, the Fraud Section seeks to build and enhance the knowledge, skills and judgment of its attorneys (currently numbering 55 but expected to increase significantly) and 25 professional and clerical employees through direct supervision, training, and mentoring.

**MAJOR DUTIES:**

The Chief of the Fraud Section:

- Directs the activities of the Section in its unique and essential role in the Department's fight against sophisticated economic crime. Oversees the development of the most complex and nationally significant corporate, securities, health care and other white-collar fraud cases through indictment and trial; including cases with international implications, such as violations of the Foreign Corrupt Practices Act (FCPA); coordinates multi-district investigations and prosecutions; and provides appropriate assistance and direction to the United States Attorney's Offices on prosecutions, corporate charging and resolution, fraud trends, and enforcement issues.
- Leads and supervises various fraud task forces, aggressively applying a team-oriented approach; to produce rapid, real-time responses to allegations of fraud; and to segment larger investigations into distinct cases to take action as swiftly as the evidence will allow.
- Ensures that the Section devotes its resources and collective expertise to fulfilling the mission of the Criminal Division, deploying the Section's resources to address law enforcement priorities and effectively to respond to geographically-shifting crime trends.
- Plays a critical role in the development of Department policy, advising Department and Division leadership on wide range of matters including legislation, enforcement initiatives, crime prevention, and public education; and develops strategies to combat emerging white-collar crime trends such as Identity Theft, Procurement Fraud and Internet Fraud.
- Authorizes indictments and other charging instruments and makes a wide range of other prosecutorial decisions with respect to Section litigation.
- Supervises the Section's activities relating to Congressional affairs, including drafting and commenting on new legislation; advising and briefing Congressional staff on white-collar and corporate fraud; and drafting testimony for the Attorney General, Deputy Attorney General, and other senior Department officials.
- Develops and enhances local, state, federal, and international law enforcement cooperation and coordination in combating white-collar fraud schemes that, increasingly, span multiple districts and jurisdictions. Promotes referrals and interagency cooperation by establishing close working relationships with agencies including the Securities and Exchange Commission (SEC), Commodity Futures Trading Commission (CFTC), Special Inspector General for the Troubled Asset Relief Program (SIGTARP), the Federal Reserve, Office of the Comptroller of the Currency (OCC), the Departments of Health and Human Services and Housing and Urban Development and various inspectors general.
- Manages the Section's financial, human, and technical resources. Identifies resource enhancements necessary to implement Department priorities and initiatives, and provides strong justification for additional 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 Deputy Chiefs who manage the day-to-day operations of the Section, 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. Extensive knowledge and experience with federal criminal practice, including experience in investigating, prosecuting and supervising federal criminal cases involving complex white-collar crime and corporate fraud
2. Experience in managing and supervising federal prosecutors and their work product.
3. Familiarity with federal regulatory and investigatory agencies, on-going programs, and key national goals, priorities, and initiatives relating to the investigation and prosecution of complex white-collar and corporate fraud.
4. Ability to establish and maintain harmonious relationships with the public, members of Congress, federal law enforcement agencies, United States Attorney's 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](mailto: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](mailto:SES.CRMJOBS@USDOJ.GOV)

**CONTACT:** Monet Miechowski

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