



U.S. Department of Justice

Civil Rights Division

*Federal Coordination and Compliance Section-NWB
950 Pennsylvania Avenue, NW
Washington, DC 20530*

Full-time and Part-time Non-Reimbursable Detail Opportunities: Strengthening Enforcement of Title VI of the Civil Rights Act of 1964

Assistant Attorney General Tom Perez is pleased to announce a new collaborative detail program designed to allow Federal agency civil rights employees (from both civil rights offices and offices of general counsel) to work alongside Civil Rights Division (Division) staff on one or more cross-cutting Title VI coordination projects. The positions are flexible and can be designed to fit a range of projects and staff availability. The Division has had great success in the past with this type of intensive cross-agency project collaboration – with meaningful and long lasting benefits to both agencies – and would like to see the practice continue to grow and become more formalized.

About the Office: Each detailee will be assigned to work within the Federal Coordination and Compliance Section (FCS) (formerly Coordination and Review Section) in Washington, D.C. FCS is entrusted with enforcing numerous federal laws, regulations, and executive orders, including Title VI of the Civil Rights Act of 1964. Under Executive Orders 12250 and 13166, FCS coordinates the consistent enforcement of Title VI, and other civil rights laws, among other federal agencies. FCS also leads the Title VI Interagency Work Group. Coordination work is complemented by a docket of administrative cases in which FCS investigates, resolves, and in some instances prepares for litigation, administrative complaints against Department of Justice recipients, including law enforcement agencies, correctional facilities, prosecutorial agencies and courts, pursuant to Title VI and the Safe Streets Act.

Number of Detail Opportunities: Up to three (3) FTE.

Duration: 3-12 months (non-reimbursable)

Hours: 20-40 hours per week

Application Period: Applications are being accepted on a rolling basis until filled.

Responsibilities and Opportunity Offered: Detailees will be selected for a specific project or investigation that is useful to both his or her “home” agency and DOJ; this project will be selected in advance and can be suggested by the applicant. Irrespective of the project assigned, detailees will also have opportunities for on the job training working on teams in FCS conducting case investigations and negotiations as well as access to the wealth of training opportunities available within the Division. Specific work by non-attorneys on case investigations and negotiations will be performed under the supervision and, in appropriate circumstances, in the presence of a licensed attorney on the staff. Possible project areas include:

- Assignment to a specific complaint investigation or compliance review
- Guidance on routine demographic data collection
- Strengthening civil rights assurance language
- Developing an internal website for sharing Title VI resources among offices

- Exploring new methods of identifying federal financial assistance
- Use of technology to manage investigatory data
- Developing Title VI training modules
- Researching an emerging legal issue impacting Title VI enforcement
- Development and review of language access plans
- Creation of an investigations toolbox
- Use of statistical evidence in disparate impact investigations

Area of Consideration: Applications are being accepted from attorneys and paraprofessional non-attorney staff already employed with the Federal Government in a permanent position and serving on an appointment with no time limitation.

Qualifications: Attorney applicants must possess a J.D. degree, be an active member of the bar in good standing (any jurisdiction), and have a minimum of one (1) year post-J.D. experience. All applicants must have excellent interpersonal skills, be mature and self sufficient, communicate effectively orally and in writing, and possess excellent professional judgment.

Travel/Other: The position may involve some travel depending on the project. The Division will pay for any relevant case-related travel costs. Applicants will be subject to the successful review and/or completion of an appropriate security clearance.

Relocation Expenses: Relocation expenses and other travel allowances will not be paid by the Division.

How to Apply: Interested Federal employees should submit a resume and a cover letter describing your specific qualifications, providing the time period you are available to work, and proposing, if preferred, a specific project or projects. Applications must be e-mailed to fcs.crt@usdoj.gov or faxed to (202) 307-0595.

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 because of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any non merit factor. 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 contact the Civil Rights Division's Reasonable Accommodations Coordinator, Susan Crawford on (202) 307-1378. Determinations on requests for reasonable accommodation will be made on a case by case basis.

FCS website: <http://www.justice.gov/crt/about/cor/>