



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>STAFF ATTORNEY</b>
<b>SALARY RANGE:</b>	<b>Equivalent to GS-12/13 (\$74,872 - \$115,742)</b>
<b>PROMOTION POTENTIAL:</b>	<b>GS-13</b>
<b>ANNOUNCEMENT NO.:</b>	<b>#12-06</b>
<b>OPENING DATE:</b>	<b>Monday, September 10, 2012</b>
<b>CLOSING DATE:</b>	<b>Friday, October 5, 2012</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>

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#### **ABOUT THE COMMISSION**

The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitors and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

#### **BENEFITS**

The Commission participates in the following federal benefits: The Federal Employees Health Benefits (FEHB) program; the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) program, federal retirement, the Thrift Savings Plan (TSP), and the federal leave program. In addition, the Commission participates in the Judiciary's Flexible Spending Program for dependent care, health care, and commuter reimbursement, the Judiciary's Long Term Care Program, or government-wide Long Term Care Insurance Program, unemployment, and workers' compensation benefits.

The Commission offers a monthly transit subsidy to employees who use mass transit to commute to and from work, subject to the availability of funds. The Commission offers alternative work schedules (AWS), which is a fixed work schedule that enables full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays. The Commission offers regular telework to employees in positions deemed eligible by the staff director and who meet the requirements of an approved telework arrangement in which an employee performs official duties at home or at an approved telework center in Reston, Virginia for the purposes of the Commission's Telework Policy. The Commission also offers training opportunities to employees through the Judiciary and Administrative Office of the U.S. Courts (AOUSC) Online University (JOU Online University), which offers academic credit and professional credit programs through web-based learning. This online training tool assists employees of the Commission with taking online courses in a flexible way, by offering training courses in the areas of: staff training and development; credit toward undergraduate degree programs; continuing education and non-credit certificate programs; executive education; contract training; credit credentials courses for continuing professional education and credit for individuals who hold credentials and achieve certifications associated with several globally-recognized sponsored organizations.

## **CONDITIONS OF EMPLOYMENT**

This position is in the excepted service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check, and requires electronic fingerprinting.

## **DUTIES**

The staff attorney assists in facilitating the substantive policy work of the Commissioners and the Commission's training, research, data, legislative, and administrative functions. Responsibilities include, but are not be limited to: (1) Analyzing federal case law and circuit conflicts; (2) Conducting in-depth legal research related to the application of the federal sentencing guidelines, administrative law, and federal agency practice; (3) Preparing correspondence, legal memoranda, and analytical reports; and, (4) Participating in staff working groups that focus on new legislation, guideline amendments, or other sentencing issues.

## **MANDATORY QUALIFICATION REQUIREMENTS**

Applicants must possess a law degree (JD) from a law school accredited by the American Bar Association and be a member of the bar of a state, territory, the District of Columbia, the Commonwealth of Puerto Rico, or a Federal court of general jurisdiction. Applicants must have demonstrated experience as listed below. Applicants must have **one year of specialized experience** which is in or directly related to the line of work of this position and which has equipped the applicant with particular knowledge, skills, and abilities to perform successfully the duties of this position. This one year of specialized experience must have been at, or equivalent to, the next lower grade from the grade being considered. For example, to qualify for the GS-13, one year of specialized experience must have been gained at, or equivalent to, the GS-12.

To be considered for this position, applicants **must** submit a resume and cover letter or separate narrative statement that addresses each KSA factor listed below. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and KSA factors for this position.

1. Excellent legal analysis, writing, and editing skills. The applicant must possess the ability to express, orally and in writing, complex legal issues in clear and succinct language so that the concepts are understood by both lawyers and non-lawyers;
2. Skill in planning, organizing, setting priorities, and completing multiple tasks of varying complexity;
3. Administrative and interpersonal skills; and
4. Demonstrated technical abilities, such as computer experience and knowledge of software applications used to conduct legal research and document preparation.

## **PREFERRED QUALIFICATIONS**

Preference will be given to applicants who have one or more of the following qualifications:

1. Federal criminal trial or appellate experience.
2. Experience as a state appellate law clerk or federal judicial law clerk.
3. Outstanding academic credentials and/or law review or moot court experience.

### **HOW YOU WILL BE EVALUATED**

The U.S. Sentencing Commission evaluates applicants through a structured interview. Applicants may also be screened for some jobs through a narrative/application review, and/or a preliminary telephone interview. Applicants who do not address the qualification requirements (mandatory and preferred) in his or her application materials as stated in the vacancy announcement are automatically disqualified from consideration and must re-apply before the closing date to be considered for employment. The Office of Human Resources: (1) Reviews the applicant's application to ensure the proper materials are submitted, (2) Ensures that the application addresses all of the qualification requirements (mandatory and preferred) as stated in the vacancy announcement; and, (3) Determines whether the applicant meets the qualification requirements for the particular position and notifies the applicant about the status of his or her application. Applicants who meet the mandatory qualification requirements will be considered and their application materials will be forwarded to the screening panel for review. Applicants who do not meet the mandatory qualification requirements for the position are automatically disqualified from consideration. In addition, some applicants may be tested using various assessment tools not listed on the vacancy announcement to verify an applicant's experience, knowledge, and training directly related to the job in order to identify the best qualified applicants for consideration and selection.

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### **HOW TO APPLY**

In order to be considered, all applicants must submit an electronic resume and cover letter or separate narrative that addresses all of the qualification requirements listed in this announcement, and if available, provide a recent job performance evaluation and college transcripts. Applicants will also need to complete the online occupational questionnaire. All applications must be submitted at <https://www.usajobs.gov/GetJob/ViewDetails/325988700>

Applicants must be a citizen of the United States or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

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**AN EQUAL OPPORTUNITY EMPLOYER**