



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>LEGAL ASSISTANT</b>
<b>ANNOUNCEMENT:</b>	<b>#09-08</b>
<b>SALARY RANGE:</b>	<b>Equivalent to GS-9/10 (\$50,408-\$72,164)</b>
<b>OPENING DATE:</b>	<b>Thursday, May 14, 2009</b>
<b>CLOSING DATE:</b>	<b>Friday, June 5, 2009</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>
<b>ORGANIZATION LOCATION:</b>	<b>United States Sentencing Commission, Office of General Counsel, Washington, DC</b>

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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 monitor 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 Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

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 fingerprinting.

#### **DUTIES**

The incumbent serves as a legal assistant to the General Counsel and Deputy General Counsels and routinely has access to sensitive and confidential personnel, legal, and policy documents. The incumbent also acts as a liaison between the Office of the General Counsel and Commission staff. Duties of the position includes, but are not limited, to the following: (1) Performs administrative and secretarial tasks for the General Counsel and Deputy General Counsels and provides day-to-day support functions for the Office of General Counsel. (2) Maintains the

General Counsel and Deputy General Counsel's calendar and schedules appointments. Establishes work priorities based on knowledge of commitments, policies, and goals of the General Counsel. (3) Makes necessary travel and logistical arrangements for conferences, (*i.e.*, including space, time, attendees, meals, and other details). (4) Updates and maintains time and attendance records for all staff in OGC and provides reports to staff. (5) Compiles weekly assignment list from OGC staff for the General Counsel's review. (6) Establishes and maintains the General Counsel's files following record retention and archiving guidelines. Establishes and revises files and ensures that information is easily retrievable. (7) Maintains log for correspondence and action documents. Receives correspondence and determines which should be handled by OGC staff or referred to other Commission staff. (8) Prepares complex reports, correspondence, charts, tables, legal documents and other documents (from handwritten or typed drafts) utilizing word processing software. Merges documents from multiple sources and produce accurate final drafts. Checks correspondence for correct spelling, grammar, and format. Imports graphics into documents using presentation software. (9) Assembles complex policy development reports using a variety of multi-media software. (10) Assembles and maintains administrative files for policy development projects. (11) Assists visitors and receives telephone calls for staff in OGC. (12) Assembles information from files, documents and books as directed. (13) Time permitting, provides administrative and secretarial support to other offices in the Commission. Provides assistance to the front office, including telephone backup and receptionist duties as directed. (14) Acts as primary contact for visiting staff to OGC and assists them with logistical issues. (15) Other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Applicants must have a minimum of five (5) years of progressively responsible legal experience. The position requires a detail-orientated self-starter who can maintain strict confidentiality, work well with a number of senior staff members, and complete assignments in a timely manner. Candidates must have strong communication and organizational skills, the ability to use LEXIS/NEXIS and WESTLAW to check legal citations, and knowledge of Blue Book citations. Training as a paralegal or demonstrated legal research experience is preferred. Applicants must possess excellent oral and written communication skills and the ability to interact successfully with staff at all levels. Good organization and planning skills a must. To qualify, you must be able to type at least 45 words per minute, and indicate your typing speed on your application. An undergraduate college degree is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Candidates must possess at least one year of specialized experience at or equivalent to the next lower grade level in the Federal Service. Specialized experience is that which is directly related to the position and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position, to include experience providing technical advice and guidance on a wide range and variety of legal issues.

#### **Applicants must address the following KSA topics in a separate narrative statement:**

1. Knowledge of grammar, spelling, punctuation, legal citation format and terminology, and document format, in order to write and edit documents.
2. Skill in the use of WordPerfect, PowerPoint, Excel and other software. Ability to use LEXIS/NEXIS and WESTLAW.

3. Ability to communicate orally and in writing, and the ability to maintain effective working relationships with agency staff at all levels as well as with key individuals in a variety of other federal organizations and interest groups.
4. Skill in planning, organizing, setting priorities, and completing multiple tasks of varying complexity.
5. Knowledge of procedure and regulations for travel arrangements and timekeeping.

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**HOW TO APPLY:** To be considered, applicants must submit: (1) a resume, (2) a cover letter, and (3) a separate written narrative statement that addresses the mandatory qualification requirements, the knowledge, skills, and abilities (KSAs), and any preferred qualifications they possess. Please submit one set of application materials either by e-mail or mail. **To submit application materials via e-mail:** E-mail applications to [Vacancy2@ussc.gov](mailto:Vacancy2@ussc.gov) in (WordPerfect 7.0–13.0 or MSWord 2000–XP formats only). **Specify the vacancy announcement number and job title in the subject line of your E-mail.** To submit application materials by mail, send to: **US Sentencing Commission, Office of Human Resources, ATTN: Vacancy Announcement #09-08, One Columbus Circle, NE, Suite 2-500, South Lobby, Washington, DC 20002-8002.**

We do not accept application materials via facsimile. All application materials, sent via e-mail or mail, must be received by our Human Resources Office by **CLOSE OF BUSINESS (5:00 PM) on the closing date. Applications will be screened as they are received and interviews may be conducted before the closing date.** For additional information or a copy of this vacancy announcement, please visit our Internet web site <http://www.ussc.gov>. **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen 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 funds transfer, mandated by the Federal Compensation Act.

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**AN EQUAL OPPORTUNITY EMPLOYER**