

Job Title: Legal Assistant (Office Automation)  
Department: Department Of Homeland Security  
Agency: Customs and Border Protection  
Job Announcement Number: IHC-432561-CLC-DEU

Salary Range: \$38,790.00 - \$61,678.00 /year  
Series & Grade: GS-0986-07/09  
Promotion Potential: 09  
Open Period: Friday, February 11, 2011 to Friday, February 25, 2011  
Position Information: Full Time Career/Career Conditional  
Duty Locations: 1 vacancy - El Paso, TX  
Who May Be Considered: United States Citizens

Job Summary:

### **CBP: Securing America's Borders**

Whether on the frontlines or serving behind the scenes supporting our mission, the men and women of CBP are dedicated to keeping America safe. CBP counts on them. Our Nation counts on them. Can we count on you?

For information about CBP's mission, activities, and careers, visit our web site, <http://www.cbp.gov/>.

**Who May Apply:** All U.S. Citizens

**Organizational Location:** This position is with the Department of Homeland Security, U.S. Customs and Border Protection, Office of Chief Counsel, Office of Assistant Chief Counsel, located in El Paso, Texas.

**Relocation Expenses:** Relocation expenses **will not** be paid.

#### Key Requirements:

- U.S. Citizenship
- Background Security Investigation
- Residency in the U.S. for the last 3 years
- Typing 40 WPM required

#### Major Duties:

- Preparing legal documents and summarizing administrative records
- Assembling and organizing trial exhibits and reviewing legal memoranda for compliance with court requirements
- Verifying citations and statutory references contained in legal documents against original sources
- Managing a highly complex automated filing and record system utilized to track and retrieve case files
- Producing management information reports used in overseeing day-to-day operations of the office

Qualifications:

GS-7: You qualify at the GS-7 level if you possess one year of experience that equipped you with the skills needed to perform the job duties. Examples include assisting in responding to requests for legal opinions, pleadings, motions, interrogatories, administrative records, and litigation reports; preparing for hearings by arranging for witnesses, documentary evidence, and court reporters; and processing and answering inquiries about legal documents and instruments, applications, forms and/or benefits.

GS-08: You qualify at the GS-8 level if you possess one year of experience that equipped you with the skills needed to perform the job duties. Examples include assisting in reviewing and researching legal publications, legislation, and directives; serving as the point of contact on administrative and technical matters; planning, analyzing, providing liaison and performing a variety of technical, clerical and administrative duties in managing court cases; and using a wide range of office software applications to prepare documents containing tables or graphs and perform research.

GS-9: You qualify at the GS-9 level if you possess one year of experience that equipped you with the skills needed to perform the job duties. Examples include applying knowledge of comprehensive rules, regulations, techniques, and procedures concerning general and administrative law; reviewing reports to support legal arguments; conducting legal research concerning past court decisions; researching pleadings, briefs, and other legal documents; utilizing automated legal databases and the internet; and/or selecting and compiling information that provides insight on legal issues and situations.

There is no substitution of education for experience at these grade levels.

**Typing:** A typing proficiency of 40 Words Per Minute is required.

#### **Knowledge, Skills, Abilities and Other Characteristics (KSAOs):**

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Ability to apply comprehensive legal regulations, techniques and procedures
- Ability to perform legal research on non-complex legal issues to find court decisions, statutes, regulations, legislative history, treatises, periodicals, and other legal references
- Knowledge of and ability to use automated legal and other databases to gather data and prepare reports

**U.S. Citizenship:** Candidates must be United States citizens and present proof of citizenship, if selected.

**Residency:** There is a residency requirement for all applicants not currently employed by CBP. During the **three years prior to applying** for this position, you must have: physically resided in the United States or its protectorates or territories (excluding short trips abroad, such as vacations); worked for the U.S. Government as an employee overseas in a Federal or military capacity; and/or been a dependent of a U.S. Federal or military employee serving overseas.

Exceptions may be granted to applicants if they can provide complete state-side coverage information required to make a suitability/security determination. Examples of state-side coverage information include: the state-side address of the company headquarters where the applicant's personnel file is located, the state-side address of the Professor in charge of the applicant's "Study Abroad" program, the church records for the applicant's overseas church missions, and/or the state-side addresses of anyone who worked or studied with the applicant while overseas. Applicants must provide this information when filing their application for employment.

**Qualifications by Closing Date:** You must meet all qualification requirements by the closing date of the announcement.

**Background Security Investigation:** You will need to successfully complete a background investigation before you can be appointed into this position.

How You Will Be Evaluated:

To determine if you are qualified for this job, your resume and supporting documents will be reviewed. The

numeric rating you receive is based on your responses to the questionnaire and will be between 70 and 100.

#### Benefits:

The Federal government offers a number of exceptional benefits to its employees. Details can be found at <http://www.usajobs.gov/EI/benefits.asp#icc>.

#### Other Information:

**Direct Deposit:** All agency employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

**E-Verify:** CBP uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. For more information on E-Verify, please follow this link: <http://www.uscis.gov/files/native/documents/e-verify-employee-rights.pdf>.

**Probationary Period:** All employees new to the Federal government must serve a 1-year probationary period during the first year of his/her initial permanent Federal appointment to determine fitness for continued employment. Current and former federal employees may also be required to serve or complete a probationary period.

#### How To Apply:

You are required to complete the assessment questionnaire and upload your required documentation into Application Manager by 11:59 PM (EST) on Friday, February 25, 2011.

It is the applicant's responsibility to verify that information entered, uploaded, faxed (i.e., resume, veterans documentation, SF-50s) is received and is accurate. You may complete the assessment questionnaire more than once, but your rating will be based on the most recent submission. **Human Resources WILL NOT modify or change any answers submitted by an applicant.**

If you are unable to upload your documents using Application Manager, you may fax them to **1-478-757-3144**. DO NOT FAX the same documents that have been uploaded into Application Manager. If you are unable to apply online, the [Online Questionnaire](#) can be completed using the [1203-FX](#). The required [fax cover sheet](#) should include the Vacancy Identification Number: IA432561.

You may verify your documents have been processed by logging into <https://applicationmanager.gov>. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents take 2-3 business days to process.

#### Required Documents:

1. Your **RESUME** is required and must contain sufficient information which shows the skills and abilities you possess which qualify you for this position, including the minimum qualification requirements, selective placement factor (as applicable) and the dates you gained your qualifying experience.
2. In order to receive **VETERANS' PREFERENCE**, you MUST submit the documents listed below as proof of eligibility.

**Five Point Preference:** A DD-214 showing the dates you served as well as your type of discharge and qualifying service campaign medals. If you are CURRENTLY serving on active duty, a statement of service from your unit which states the date you entered on active duty, the date you are separating, and the campaign medals you have received. For those supplying the statement of service, preference will be verified by a DD-214 upon separation from the military.

**Ten Point Preference:** A DD-214 as described above and a VA letter dated 1991 or later as proof of service connected disability.

For more information about Veterans' Preference, click this link:  
<http://www.opm.gov/employ/veterans/html/vetguide.asp>.

3. Individuals who have special priority selection rights under the **AGENCY and INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAMS (CTAP and ICTAP)** must be well qualified for the position to receive consideration for special priority selection. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. Eligible applicants must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) or equivalent that documents separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; Or a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

**Submission of Supporting Documentation:** You are not required to submit official documentation as part of your application package, an unofficial version will be accepted during the application process. If selected for this position, you must provide the required official documentation listed in this announcement prior to appointment.

**Applications and supporting documentation WILL NOT be accepted by mail or e-mail.** The address below is for inquires only. If you are unable to apply on-line, contact the Human Resources Office listed on this announcement at least one day prior to the closing date for further instructions.

Contact Information:

Indianapolis Hiring Center

Phone: (317)715-3000

Email: CUSTOMERRESPONSE@CBP.DHS.GOV

Agency Information:

CBP Indianapolis Hiring Center

6650 Telecom Drive

Suite 100

Indianapolis, IN 46278

What To Expect Next:

Once the online application package is received you will be sent an electronic notification acknowledging receipt of your application. The second notification will state if you were qualified or not qualified for the position. The third notification will inform you if you were referred to the selecting official for consideration. The final notification will inform you of the final disposition, if the position was filled, another applicant was selected, etc.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>



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