

NOTICE OF VACANCY

THE DEPARTMENT OF JUSTICE IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

Announcement No.: 04-01-NO	Date: 12/21/03	Number of Vacancies: 1	Closing Date: 1/30/2004	Area of Consideration: New Orleans, LA commuting area
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Location of Vacancy: New Orleans, Louisiana	Title, Grade & Series: Legal Clerk, GS-986-06/07	Salary Range: \$28,644 - \$41,380	For information contact: Deborah M. Cryer 504-589-2666
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This is a Full-Time Permanent Excepted Service Appointment

Promotion Potential: This position has known or anticipated promotion potential to GS-7. However, any actual promotion is contingent upon the continuing need for, and actual performance of, higher level duties.

Duties: The incumbent will serve as a clerk in the Office of the U.S. Trustee, providing clerical support to the administration of bankruptcy cases. Duties include, but are not limited to: typing legal documents; abstracting and assembling data from bankruptcy petitions, schedules and files, and entering the data into an automated case management information system; scheduling meetings of creditors and court appearances; creating and maintaining files and records, answering telephonic inquiries from debtor's and creditor's attorneys, court clerks and trustees; receiving visitors and providing requested information or routing the request to the proper person. May be called upon to perform various clerical, secretarial and/or administrative duties as necessary in conducting daily routine office requirements. Other duties as assigned.

Qualifications: Applicants must have a minimum of one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE: Is progressively responsible legal experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS: Are knowledge, skills and abilities (KSA's) or special qualifications that are in addition to the minimum requirements but determined to be essential to perform the duties of the position and are typically in or related to the work of the position to be filled. The Selective Placement Factor for this position is: **At least 6 months bankruptcy experience is required which exhibits knowledge of bankruptcy regulations and procedures.**

QUALITY RANKING FACTORS (QRF): Are knowledge, skills and abilities which could be expected to enhance significantly the performance of the position. The quality ranking factors for this position are: 1) Knowledge of automated office systems (e.g., word processing, database, spreadsheet); 2) Ability to create and maintain filing system; 3) Ability to communicate orally and in writing; 4) Knowledge of grammar, spelling, punctuation and format; 5) Ability to apply established rules, regulations, precedents and procedures of the Bankruptcy Code and Rules to legal activities.

APPLICANTS SHOULD SUBMIT A SEPARATE NARRATIVE ADDRESSING ALL FACTORS TO ENSURE THAT FULL CREDIT IS RECEIVED FOR THE APPROPRIATE WORK EXPERIENCE AS IT RELATES TO THIS POSITION. Education may not be substituted for the one year of specialized experience or for the six months bankruptcy experience.

EVALUATION METHODS: Applicants will be evaluated based on the experience as it relates to the Knowledge, Skills and Abilities outlined above. Information provided in your narrative is heavily relied upon in the rating process.

NOTE: Applicants must meet all eligibility requirements, including time in grade restrictions, as of the closing date. A selectee not currently employed by the offices, boards, or divisions of the Department of Justice will be required to submit to urinalysis screening for illegal drug use prior to appointment. A security investigation will be conducted to determine suitability for this position. Employment is contingent upon completion of a satisfactory background investigation as adjudicated by the Department of Justice. Position subject to restrictions of PL 103-94, Section 8, Political Recommendations. Relocation expenses not authorized. **Applications must be postmarked no later than midnight on January 30, 2004.** Applications received in government postage paid envelopes, faxed or e-mailed will not be considered. Applications will not be returned. Candidates may not be solicited for further experience/education background data or for proof of veterans' preference if that provided is found inadequate or incomplete.

This is a multiple grade level recruitment. You are encouraged to identify specifically which grade level(s) for which you wish to be considered by indicating your choice(s) on the application package. If you do not specify a grade level, you will only be considered at the highest level for which you are qualified. Applicants must serve a two-year trial period. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit/Electronic Fund Transfer. If selected, a male applicant born after December 31, 1959, and at least 18 years of age must be registered with the Selective Service System unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S.C. 3328. Applicants must be a US citizen.

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How to Apply: Applicants must submit one of the following to U.S. Department of Justice, Office of the U.S. Trustee, Re: 04-01-NO, 400 Poydras Street, Suite 2110, New Orleans, LA 70130, Attn: Deborah M. Cryer: an **OF-612** (Optional Application for Federal Employment); a **SF-171** (Application for Federal Employment); or a **RESUME**. **Resumes must include information outlined in the U.S. Office of Personal Management's (OPM) flyer, "Applying for a Federal Job," (OF-510).** The OF-510 and the OF-612 may be obtained on OPM's website, www.usajobs.opm.gov or by calling OPM's automated telephone system at (478) 757-3000; or by TDD at (478) 744-2299. In addition, current/former Federal applicants must submit a performance appraisal issued within the last 12 months and the latest Notification of Personnel Action (SF-50).

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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 nonmembership 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, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. The Department of Justice provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Who May Apply

"Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

Many veterans who have been separated from the armed forces under honorable conditions, are eligible for veterans' preference in hiring depending upon such factors as when and how long they served, and whether or not they served in a campaign or expedition for which a campaign medal has been authorized. If you are claiming veterans' preference, you must complete the applicable blocks on your Application for Federal Employment and submit a copy of your DD-214 (if you are claiming 5 point preference) or a SF-15, Application for 10-point Veteran Preference, and a letter dated within the past 12 months from the Department of Veterans Affairs (VA) to document a service-connected disability if applicable, (if you are claiming 10 point preference).