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Job Announcement Number:
14-SES-CRD-001

Control Number: 358848900

Offices, Boards And Divisions

Job Title: Deputy Special Counsel

Department: Department Of Justice

Agency: Offices, Boards and Divisions

Job Announcement Number: 14-SES-CRD-001

SALARY RANGE:	\$120,749.00 to \$181,500.00 / Per Year
OPEN PERIOD:	Thursday, January 09, 2014 to Friday, January 31, 2014
SERIES & GRADE:	ES-0905-00
POSITION INFORMATION:	Full Time - Senior Executive Service (SES)
DUTY LOCATIONS:	1 vacancy in the following location: Washington DC, DC View Map
WHO MAY APPLY:	United States Citizens
SECURITY CLEARANCE:	Q - Sensitive
SUPERVISORY STATUS:	Yes

JOB SUMMARY:

Are you interested in a rewarding and challenging career opportunity? Join the U.S. Department of Justice!

Read this vacancy announcement in its entirety to ensure proper application procedures are followed.

The U.S. Department of Justice is the principal federal agency charged with enforcing federally protected civil and constitutional rights. The [Civil Rights Division](#) (Division or CRT) is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police services, public accommodations and facilities, voting, and federally funded and conducted programs. The laws that the Division enforces also prohibit conduct by law enforcement agencies, as well as conditions in public residential institutions, such as health care and correctional facilities, that violate the constitution.

The Civil Rights Division is seeking a managing attorney to serve as the lead career manager of the [Office of Special Counsel for Immigration-Related Unfair Employment Practices](#) (OSC) in its enforcement of the anti-discrimination provision of the Immigration and Nationality Act, § 274B, 8 U.S.C. § 1324b, which prohibits discrimination on the basis of citizenship status or immigration status in hiring, firing, and recruitment or referral for a fee, by employers with four or more employees. The statute also prohibits national origin discrimination, unfair documentary practices related to verifying the employment eligibility of employees, and retaliation for asserting rights protected by 8 U.S.C. § 1324b. The OSC investigates charges of discrimination, conducts independent investigations, and, if a finding of reasonable cause is made and settlement is unsuccessful, files complaints and litigates cases before the Office of the Chief Administrative Hearing Officer of the Executive Office for Immigration Review. The OSC also conducts a nationwide public education program to educate workers, employers, relevant organizations, and relevant federal and state government agencies about OSC and the rights and responsibilities enumerated under the statute.

TRAVEL REQUIRED

- 25% or Greater
- Must be able to work extended hours and handle some travel.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Must submit your application package by 11:59 pm ETZ on the closing date.
- Must be a United States Citizen or National.
- Must be an active member in good standing of a State bar.
- Must be able to work extended hours and travel.
- Must be a graduate from an American Bar Association accredited law school.

DUTIES:[Back to top](#)

The successful candidate will: Serve as the lead career manager in the OSC, and report to the Special Counsel, who is appointed by the President for a four-year term and approved by the Senate. When there is a Special Counsel in place, the incumbent will participate fully with the Special Counsel to manage and supervise the following program services: outreach; investigation and litigation; advisory; legislative; management; and professional development. In the absence of the Special Counsel, the incumbent is fully responsible for carrying out all aspects of the OSC. The incumbent Deputy Special Counsel will: Supervise, directly and through subordinate supervisors, approximately 14 attorneys and 8 non-attorney professionals and support employees. Manage the development of the Section's enforcement strategy and implementation plan, including appropriate allocation of staff resources and oversight of personnel matters. Manage the development and implementation of policy initiatives for OSC and/or CRT, to include fulfillment of the OSC's statutorily mandated outreach. Identify and resolve broad technical and managerial difficulties that arise out of program operations. Develop and administer OSC policies and directives and ensure that they are interpreted and followed correctly. Develop OSC program objectives and methods for their execution. Evaluate and make recommendations as to the effectiveness of operations and policies of OSC and/or CRT and whether the CRT is making progress toward the goals and priorities established by OSC's program. Maintain a sound structure, improved administrative methods and procedures, and the most effective use of human resources, money and materials necessary for the accomplishment of the work of OSC. Develop budget estimates and assure that funds, positions, and materials of OSC are utilized accordingly. Oversee the review of decisions of administrative law judges and make recommendations concerning the advisability of appeal. Monitor compliance with orders issued by administrative law judges and make recommendations concerning the advisability of seeking petitions for enforcement of such orders before the federal district court. Play a critical role in a range of policy, regulatory, and outreach issues to include speaking to educate law enforcement and the public on OSC's work. Confer with the public (or their delegations) and law enforcement agencies and boards.

QUALIFICATIONS REQUIRED:[Back to top](#)

Required Qualifications: Please see "How You Will Be Evaluated" for additional information.

The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service (SES) prior to appointment. To be considered for this position, you must submit a written statement addressing the five (5) Executive Core Qualifications (ECQs) listed below. Failure to address both the mandatory technical/professional qualifications and the ECQs will adversely affect your chances for selection.

You must provide a supplemental statement that demonstrates strong possession of all of the technical/professional requirements outlined below, and a narrative that separately addresses successful performance and creative leadership in prior managerial positions for each of the five Executive ECQs. When addressing the ECQs, give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your ECQ statement must not exceed 10 pages.

A) Technical/Professional Requirements:

- A proven record of accomplishment of managing a complex organization and tackling challenging organizational issues.
- Ability to manage a diverse workforce that includes lawyers, non-lawyer professionals, including investigators, support staff and Federal contractors.
- Ability to establish an organizational vision, develop a strategic plan and implement strategic change, develop and advance policy initiatives, build coalitions, both within the organization and outside the organization, to effectively enforce the applicable statutory provisions.
- Ability to consult and provide advice on complex legal and policy issues, and to resolve issues or negotiate agreements through effective oral and written communication.

- Experience litigating cases and negotiating settlements.
- Experience working with one or more of the applicable statutory provisions.

B) Executive Core Qualifications:

- **Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Leadership Competencies for ECQ-1: creativity and innovation, external awareness, flexibility, resilience, strategic thinking, vision.
- **Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Leadership Competencies for ECQ-2: conflict management, leveraging diversity, developing others, team building.
- **Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Leadership Competencies for ECQ-3: accountability, customer service, decisiveness, entrepreneurship, problem solving, technical credibility.
- **Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically. Leadership Competencies for ECQ-4: financial management, human capital management, technology management.
- **Building Coalitions:** This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Leadership Competencies for ECQ-5: partnering, political savvy, influencing/negotiating.

Specialized Education: You must be a graduate from a law school accredited by the American Bar Association.

Specialized Licensing: You must be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

HOW YOU WILL BE EVALUATED:

The following fundamental competencies underlie the five ECQs, which should be incorporated into your responses to the ECQs and not as separate statements:

- **Interpersonal Skills:** Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
- **Oral Communication:** Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
- **Integrity/Honesty:** Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
- **Written Communication:** Writes in a clear, concise, organized, and convincing manner for the intended audience.
- **Continual Learning:** Assesses and recognizes own strengths and weaknesses; pursues self-development.
- **Public Service Motivation:** Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Applicants who have completed a Candidate Development Program (CDP) and had their ECQs certified by OPM must provide a copy of their certificate as part of their application.

BENEFITS:

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This [link](#) provides an overview of the benefits currently offered to eligible federal employees.

OTHER INFORMATION:

An initial SES career appointee is subject to a one-year SES probationary period.

The Civil Rights Division participates in the E-Verify Program.

Veterans' Preference does not apply to the SES.

As part of the agency's review of your application, the agency may view and/or access publicly available information about you, including information publicly available on the internet, that is job-related and consistent with the merit system principles and prohibited personnel practices set forth in the Civil Service Reform Act, 5 U.S.C. §§ 2301, 2302. No information from any source may be used to discriminate for or against an applicant based on race, color, national origin.

SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the mission of the Civil Rights Division.

Position is not eligible for a Compressed Work Schedule.

As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

The Civil Rights Division will not authorize relocation/travel expenses.

Initial appointment is conditioned upon satisfactory pre-employment security adjudication, including fingerprinting, credit and tax checks, and drug testing. In addition, continued employment is subject to the favorable adjudication of a background investigation.

Internet Site: This and other attorney vacancy announcements can be found [here](#).

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.

Applicants with disabilities who need reasonable accommodations – such as application materials in an alternate format, a sign language interpreter or assistance attending an interview – should contact the Division's Reasonable Accommodation Manager: Jana Erickson, 202-616-2206; see also Civil Rights Division [Process for Requests for Reasonable Accommodations by Individuals with Disabilities](#) dated May 28, 2010.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment.

HOW TO APPLY:

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The materials you send with your application will not be returned.

You must submit your application and all required information so that it will be received no later than 11:59 p.m. Eastern Time Zone on the closing date of the vacancy announcement. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or you may not be considered eligible.

Completed applications must be submitted by fax to 202-514-6603 or electronic mail at crt.vacancies-OSC@usdoj.gov. Please do not submit applications for employment via postal delivery. You

must include the job announcement number and position title (14-SES-CRD-001 - Deputy Special Counsel) in the subject line of your email or on the cover page of your fax.

The Department of Justice encourages qualified applicants with disabilities, including individuals with targeted disabilities under 5 C.F.R. § 213.3102(u), to apply. Targeted disabilities are deafness, blindness, missing extremities, partial or complete paralysis, convulsive disorder, mental retardation, mental illness, severe distortion of limbs and/or spine. Applicants who meet the qualification requirements and are able to perform the essential functions of the position with or without reasonable accommodation are encouraged to identify disabilities in response to the questions in the on-line application system seeking that information. For additional information about hiring authorities for applicants with targeted disabilities, please contact the Civil Rights Division's Disability Program Manager, Diane Petrie, at (202) 514-3934 or the Department's Equal Employment Opportunity Staff at (202) 616-4800; see also <http://www.jan.wvu.edu/LEAD/index.htm> and <http://www.opm.gov/disability/PeopleWithDisabilities.asp>.

REQUIRED DOCUMENTS:

Your application package must include your:

- a cover letter (highlighting relevant experience) and résumé;
- supplemental statement demonstrating possession of all of the technical/professional requirements; and
- narrative statement addressing each of the ECQs (10-page limit).
- if you are a current or recent federal employee, you must submit your most recent performance appraisal, or if none exists, a statement to that effect.

In addition, current career SES members and former SES members who have reinstatement eligibility to the career SES should submit a Standard Form 50 showing career SES status; OPM-certified SES Candidate Development Program graduates should submit a copy of their Qualifications Review Board (QRB) certificate.

AGENCY CONTACT INFO:

Harry Vickers
Phone: (202)514-3934
Email: HARRY.VICKERS@USDOJ.GOV

Agency Information:
US Department of Justice Civil
Rights Division
Human Resources Office
950 Pennsylvania Avenue NW
Suite 3200 Bicentennial Building
Washington, DC
20530

WHAT TO EXPECT NEXT:

An Executive Resources Board (ERB) will evaluate you based on your responses to the TQs, MTQs and ECQs, as well as the quality and extent to which your application shows that you possess the knowledge, experience and skills required for this position, as defined above. After conducting the initial round of interviews of high-qualified individuals, the ERB will refer the top applicants to the selecting official for consideration. If selected for this position, you must be certified by an OPM independent Qualifications Review Board (QRB) as a prerequisite for final selection, unless you are a current SES career executive, are eligible for reinstatement based on prior career service in the SES, or have successfully participated in and graduated from an OPM approved SES Candidate Development Program.

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