



United States Sentencing Commission

Vacancy Announcement

POSITION:	STAFF ATTORNEY
SALARY RANGE:	Equivalent to GS-12/13 (\$73,100 - \$113,007)
PROMOTION POTENTIAL:	GS-13
ANNOUNCEMENT NO.:	#09-10
OPENING DATE:	Wednesday, June 17, 2009
CLOSING DATE:	Open Until Filled (1st cut-off date for review of applications: Wednesday, July 8, 2009)
AREA OF CONSIDERATION:	All Sources

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 AND CONDITIONS OF EMPLOYMENT:

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) 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 staff attorney assists in facilitating the substantive policy work of the commissioners and the Commission's substantive policy offices. 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.

QUALIFICATION REQUIREMENTS: Applicants must possess a law degree (J.D.) 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.

KNOWLEDGE, SKILL, and ABILITY (KSA) FACTORS: To be considered for this position, applicants **must** submit a resume (or OF-612), cover letter, and a 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.
4. Publications in a law review or other legal publication.
5. Experience in negotiations and/or mediation.

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, any preferred qualifications, and the required knowledge, skills, and abilities (KSAs). Submit application materials to:

**United States Sentencing Commission
Office of Human Resources
ATTN: Announcement Number #09-10
One Columbus Circle, NE
South Lobby, Suite 2-500
Washington, DC 20002-8002**

Applications may be E-mailed (WordPerfect 7.0–13.0 or MSWord 2000–XP only) to Vacancy3@ussc.gov. **Applicants who submit applications or resumes via E-mail must specify the vacancy announcement number in the subject line of their E-mail.** The Commission does not accept application materials by facsimile. All applications must be received in the Human Resources Office by mail or electronic mail by **CLOSE OF BUSINESS (5:00 PM) on the closing date.** For additional information or a copy of this vacancy announcement, please visit our Internet web site - [HTTP://www.ussc.gov](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 fund transfer, mandated by the Federal Compensation Act.

AN EQUAL OPPORTUNITY EMPLOYER