

Job Title: General Attorney (Civil Rights)**Department:** Department Of Education**Agency:** Education, Office for Civil Rights**Sub Agency:** Office for Civil Rights, Kansas City, MO**Job Announcement Number:** RVII-10-001**Salary Range:** 57,408.00 - 89,450.00 USD /year**Series & Grade:** GS-0905-11/12**Promotion Potential:** 13**Open Period:** Monday, March 01, 2010 to Friday, March 19, 2010**Position Information:** Full-Time Permanent**Duty Locations:** 1 vacancy - Kansas City Metro area, MO**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.

* 1 or more vacancies may be filled from this announcement.

Job Summary:

The U.S. Department of Education (ED), Office for Civil Rights, Region VII, Kansas City, Missouri, is looking for the best and brightest to ensure equal access to education and to promote educational excellence throughout the nation. If you are a highly-motivated individual who would like to work for an agency that focuses national attention on key educational issues and prohibits discrimination and ensures equal access to education, ED OCR is the place for you. The mission of the Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.

You will have responsibility for participating on a civil rights compliance & enforcement team that supports the mission of the Department of Education and the Office for Civil Rights' (OCR) Strategic Plan. OCR ensures compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001) and the Age Discrimination Act of 1975, and their implementing regulations in school districts, colleges and universities through complaint investigations and compliance reviews.

In addition to the regular Federal benefits, the candidate will be able to enjoy an array of other benefits offered at ED such as: goal-oriented projects, teamwork, camaraderie, innovative and meaningful work, and work aligned with interests. For a full list of benefits that may be offered at ED and throughout the Federal government, please refer to the Benefits section of this announcement.

This position is excepted from the competitive service (simply means appointment outside the competitive service for which an incumbent does not acquire career or career-conditional status). This position is a bargaining unit position.

Key Requirements:

- Proof of admission to the Bar
- Relocation expenses WILL NOT be paid

Major Duties:

Provides legal and policy advice to managerial, investigatory and administrative staff members in the Kansas City office regarding the processing of complaints and compliance reviews, including investigations, negotiations, and monitoring of resolution agreements. Participates in the investigatory process and conducts investigations through the evaluation of complaints and the gathering and analyzing of information needed to assess regulatory compliance. Conducts legal research/analysis of state and federal statutes, regulations and guidelines, and engages in research to resolve legal and policy issues when there are no clear precedents or where there are conflicting state and federal requirements. Prepares legal opinions including analysis of facts and evidence, resolution of factual and legal issues, and makes recommendations on jurisdictional questions. Prepares investigative plans and reports, letters of findings, and participates in the development of negotiation strategies and legal representation in negotiations with public and private educational institutions, state agencies and their legal representatives.

Bilingual fluency with the ability to also read, speak and write Spanish is desired.

(THIS POSITION MAY BE FILLED FROM VARIOUS SOURCES AS EITHER A EQUAL OPPORTUNITY SPECIALIST, GS-360-9/11/12 IN THE COMPETITIVE SERVICE; OR GENERAL ATTORNEY, GS-905-9/11/12 IN THE EXCEPTED SERVICE AS DESCRIBED IN THIS ANNOUNCEMENT.)

Qualifications:

You must show proof of admission to the BAR of the highest Court of a State, Territory, the District of Columbia, or the Commonwealth of Puerto Rico AND have current active membership status in such BAR as would authorize the practice of law.

GS-11: For appointment as this level, the following qualification requirements as needed in addition to the membership in the Bar as stated above:

One year of professional law experience such as that indicated in the description of duties. Education Substitution: The one year of professional legal experience may be substituted as follows:

The second professional law degree (LLM) which requires one full year of graduate study; or

The first professional law degree (LL.B or J.D.), provided the applicant's record shows superior law student work or activities as demonstrated by one of the following:

- a. Academic standing in the upper third of the law school graduating class; or
- b. Work or achievement of significance on law school's official law review; or
- c. Special high-level honors for academic excellence in law school; such as election to the Order of the Coif; or
- d. Winning of a moot court competition or membership on the moot court team which represents the law school in the competition with other law schools;
- e. Full-time or continuous participation in a legal aid program or comparable office as opposed to one-time, intermittent, or casual participation; or
- f. Significant summer law clerk experience (law clerk work which entailed research, brief writing, or negotiation areas); or

g. Other equivalent evidence of clearly superior achievement.

GS-12: For appointment at the GS-12 level, the following qualification requirements needed in addition to the GS-11 requirements as state above.

One year of professional legal experience or advanced educational attainments which clearly indicate the ability to independently perform complex legal work. The education background should include course work beyond the first professional degree in a field directly related to the work for which he/she is being considered.

You must be a U.S. citizen to qualify for this position.

You may be required to travel within the regional area, and occasional nationwide travel. Applicant must have a valid driver's license.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skill, and abilities, please be sure to 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.

Knowledge, Skills, and Abilities

1. Knowledge of generally accepted legal and legal writing techniques including proper format and structure of various legal documents and ability to conduct legal analysis in a thorough and complete manner.
2. Ability to produce written works in a clear, concise, persuasive and technically correct manner.
3. Ability to communicate orally in a clear, concise, persuasive and technically correct manner.
4. Knowledge of constitutional law and civil rights law.
5. Knowledge of and experience with investigative techniques.
6. Ability to perform legal tasks within stringent time frames to meet program objectives.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>.

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>.

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>.

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>.

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

You may be required to serve a trial period of one year.

Candidates may be asked to fill out a Declaration of Federal Employment (optional form 306). Individual(s) selected for positions will be required to certify that their application materials are accurate when they enter on active duty.

NOTICES: Applicant(s) selected for this position is subject to a check to verify that he/she has not defaulted on any loan funded or guaranteed by the U. S. Department of Education. Applicants found to be in default will be contacted to make arrangements for repayment prior to being made an official offer of employment.

Questions regarding the application process or Department of Education personnel matters may be directed to:

Ike Gilbert, Human Resources Specialist, U.S. Department of Education, Human Resources Services Office, Room 3388, 915 Second Avenue, Seattle, Washington 98174. Telephone: 206-607-1667 or email: Ike.Gilbert@ed.gov.

How To Apply:

Mail your applications so it will be postmarked by closing date. If hand delivered, be sure your application is received by closing date.

Write:

U.S. Department of Education, Office for Civil Rights, Suite 2037, 8930 Ward Parkway, Kansas City, Missouri 64114-3302

Attn: Bill Dittmeier

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

Application mailed using government postage or through an internal federal government mail system will not be considered.

Although we do not require a specific format, certain information is required to determine if you are qualified. To receive full consideration, you **MUST SUBMIT** the following information:

You may apply for the position with a **resume**, Form of -612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), **or other application format** of your choice. Please identify the vacancy announcement number, including your current address, and business/home phone numbers and e-mail address (if available). If you had at least one year of full-time professional experience, i.e. legal experience gained after your law degree conferred, give a full description of the nature, extent and complexity of work performed. Also describe any special educational qualifications such as a second law degree.

- 1) or evidence of superior law student work or activities; AND
- 2) You must submit a **legal writing sample**;
- 3) **Submit a narrative response to each knowledge, skill, or ability (KSA) listed** (see section "How you will be Evaluated"). Your response should describe what you did, how often you performed this activity, the guidelines available, the complexity of the assignment, and who you performed the activity for or with.
- 4) You must submit a **photocopy of current membership in such BAR** as would permit the practice of law, Membership must be in good standing; AND
- 5) if you are an individual who wishes recognition of their **Veteran's** status, please submit from DD-214, Certificate of Release or Discharge from Active Duty and if disabled, an SF-15 with a letter from the Department Veterans Affairs.

Be sure work experiences listed on your application includes: job titles, duties and accomplishments, employer's name, specify full-time or part-time (list # of hours per week if part time), beginning/ending employment dates (month & year) and annual salary.

In the alternative, resumes or applications may be sent to our office email at OCR.KansasCity@ed.gov.

Contact Information:

Bill Dittmeier
Phone: 816-268-0550
Email: OCR.KansasCity@ed.gov

Agency Information:

Department Of Education -Office for Civil Rights
Suite 2037, Federal Building
8930 Ward Parkway
Kansas City, MO 64114-3302
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What To Expect Next:

Once your complete application is received, we will conduct an evaluation of your qualifications in the context of the entire applicant pool. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection decision promptly as possible after the closing date of this announcement. You will be notified of the outcome.

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

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>