



## General Position Information

**Job Title:** 16854 - Paralegal - GS-13

**Salary Range:** \$68,036 - \$126,062

**Vacancy Open Period:** 11/15/2018 – 12/14/2018

**Position Type:** Cadre

**Who May Apply:** Internal and External Candidates

**Division:** OGC/ODIR

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS-13 cadre position.

## Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply. )
  - Candidates outside the Federal Government.



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## Component Mission

The Office of General Counsel (OGC) of the Office of the Director of National Intelligence (ODNI) provides legal advice and counsel to the Director of National Intelligence (DNI) and other ODNI officials on a wide range of legal issues to include intelligence and national security law; procurement and acquisition law; personnel law; government ethics, budget, and fiscal law; general administrative law; legislative support; government information practices (Freedom of Information Act/Privacy Act); and intellectual property law.

## Major Duties and Responsibilities (MDRs)

- Independently conduct moderately complex research and analysis using all available resources on subjects affecting ODNI's duties and responsibilities under the National Security Act, Presidential directives, Executive Orders, and other related laws and policies; analyze statutes, regulations and other information to determine relevance, accuracy, completeness, inconsistencies, or importance. • Respond to routine and moderately complex legal inquiries by drafting legal correspondence and memoranda as well as affidavits, declarations, regulations, bulletins, notices, claims summaries and notices, and summaries of legal research and analysis that are grammatically correct, technically sound, accurate, and concise. • Present informal briefings on limited topics to small audiences; prepare slide presentations and statistical data for use by attorneys. • Assist with planning, organizing, and coordinating activities related to the preparation and submission of files or documents related to United States (US) Government-wide and IC-wide policies, procedures, guidelines, rules, and standards. • Update and maintain databases, files, notebooks, and logs (e.g., case files, trial notebooks, case assignment notebooks) in compliance with pre-existing storage systems and procedures. • Complete moderately-complex administrative forms and paperwork and function as a note taker during moderately complex depositions, administrative hearings, trials, or meetings. • Will directly support one or more areas, including litigation, legislation and congressional affairs, or ethics. Additional Duties: • Provide backup support to the Chief of Staff on an as needed basis. These duties include, though not limited to, processing HR actions and participating in contract and budget drills. • Assist in the planning and coordination of the IC Legal Conference, the IC Legal Reference Book, the GC Forum, OGC's file management, and publication of updated legal reference books.

## Mandatory and Educational Requirements

- Must have a Bachelor's degree • Knowledge of the principles and practices of substantive and procedural law as well as legal research processes, legal terminology, legal standards and documentation. • Knowledge of document control procedures, security measures, and privacy rules in order to mitigate the potential release of any investigative information that would endanger or compromise pending cases. • Knowledge of moderately complex litigation processes and court proceedings as well as strong listening and oral comprehension skills to



determine relevance of points of discussion and to clarify ambiguities. • Thorough written communication skills sufficient to draft basic and complex documents comprehensively and in the correct style and format; ability to edit own work and write in a clear and concise manner, and strong oral communication skills. • Ability to perform moderately complex legal review, investigative, research, and analysis work, as well as the ability to organize and maintain the assembly and filing of legal documents for moderately complex cases within established deadlines. • Problem-solving skills sufficient to make clear cut decisions regarding moderately complex matters in a timely manner; considerable legal research skills using law libraries, the internet, and computer-based tools such as Westlaw and PACER. • Ability to work in an independent manner under appropriate attorney supervision and as a contributing member of a work group; ability to work with a diverse group of team members or clients and give and receive constructive feedback.

## Desired Requirements

- Paralegal certification and/or 2 years' experience.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [longvj@dni.ic.gov](mailto:longvj@dni.ic.gov) (*Vincent L.*) and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (*Michelle O.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applications should be sent to [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [longvj@dni.ic.gov](mailto:longvj@dni.ic.gov) (*Vincent L.*) and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (*Michelle O.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.



## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**