

## **Paralegal Specialist AD-0950 Job Announcement**

**Arlington, VA/Washington DC**

**(\$53,435 - \$69,460)**

### **Introduction:**

The incumbent serves as a Paralegal Specialist with the Special Inspector General for Afghanistan Reconstruction (SIGAR) and works with SIGAR prosecuting attorneys (SIGPROs) detailed to the Department of Justice (DOJ) in Washington, DC. Incumbent reports to these attorneys as well as the SIGAR Office of General Counsel (GC) providing assistance in the prosecution of SIGAR cases.

### **Major Duties:**

The incumbent is a paralegal specialist who will work exclusively on matters that fall within the SIGAR jurisdiction to investigate the unlawful treatment, handling, and expenditure of amounts appropriated or otherwise made available for the reconstruction of Afghanistan, and the programs, operations, and contracts carried out utilizing such funds. To this end, the incumbent will support investigations and prosecutions that fall substantially within the SIGAR jurisdiction by analyzing investigative, audit or other reports, drafting and preparing documents and performing research duties as appropriate.

The incumbent:

- Assists attorneys in collecting, organizing, and preparing litigation materials
- Proofreads completed legal documentation for grammatical and spelling errors
- Files documents with courts in person or by using the court's electronic case management system
- Coordinates with various parties to schedule meetings, conferences and other events related to the development of a criminal prosecution
- Advises and assists law enforcement agents in the execution of various investigative tools including subpoenas, search warrants, etc.
- Analyzes facts presented, researches applicable case and statutory law, regulations, and policy

### **Qualification Requirements:**

To qualify for this position you must have one of the following: a master's degree or equivalent graduate degree; or 2 full years of progressively higher level graduate

education leading to such a degree; or LL.B or J.D., if related; or 1 year experience that demonstrates your ability to: perform basic factual and/or legal research, compile legislative histories, analyze testimony and depositions, draft and edit legal and non-legal memoranda; or a combination of education and experience. Applicant's experience should include performing legal research and analysis sufficient to perform case development; applying legal and factual resource tools sufficient to investigate, analyze and resolve issues; applying interview techniques sufficient to interview and/or obtain necessary information from a variety of sources; providing a wide range of legal support and administrative services.

### **Key Requirements:**

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

Overseas travel may be required. In support of this travel, the incumbent would be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments

Form SF 312. This position requires the incumbent to complete a Form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential Financial Disclosure Report.

This incumbent must be eligible for and be able to maintain a TOP SECRET clearance.

### **Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume by email to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) with Paralegal Specialist in the subject line.**