

ASSISTANT UNITED STATES ATTORNEY

DEPARTMENT OF JUSTICE

Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys

United States Attorney's Office-Central District of Illinois

Summary

If you are looking for an exciting and challenging career, this is the position for you! The mission of the Department of Justice is to uphold the rule of law, keep our country safe, and protect civil rights. You will be part of a dedicated team helping to enforce Federal criminal and civil laws that protect life, liberty and the property of citizens.

For more information, visit <http://www.justice.gov/careers/careers.html>

Overview

Accepting applications

Open & closing dates

🕒 01/29/2024 to 12/27/2024

Salary

\$73,696 - \$191,800 per year

Pay scale & grade

AD 23

Location

2 vacancies in the following location:

📍 Rock Island, IL

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - Travel outside the district may be required but should be minimal. Travel within the district will be required.

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Excepted

Promotion potential

29

Job family (Series)

[0905 Attorney](#)

Supervisory status

No

Security clearance

[Not Required](#)

Drug test

Yes

Position sensitivity and risk

[Special-Sensitive \(SS\)/High Risk](#)

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

[National security](#)

Announcement number

24-ILC CRM-12282356-AUSA

Control number

772791400

This job is open to



The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

All United States Citizens and Nationals

Duties

The U. S. Attorney's Office for the Central District of Illinois currently has **two (2)** Assistant United States Attorney positions available in the Criminal Division, Rock Island Branch Office. The attorneys selected will be part of a dedicated team assisting in the enforcement and prosecution of federal criminal laws. The primary assignment for these attorneys will include the prosecution of a wide arrange of criminal matters involving firearms, drug trafficking, gangs, immigration, counterfeiting, child exploitation, explosives, violent crimes, and white collar/economic crimes.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Security Requirements: Initial appointment is conditioned upon a satisfactory preemployment adjudication. This includes fingerprint, credit and tax checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Residency Requirements: Assistant United States Attorneys generally must reside in the district to which he or she is appointed or within 25 miles thereof. See 28 U.S.C. 545 for district-specific information.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

Telework Eligibility: The AUSA positions have been identified as being eligible for telework at the agency's discretion in accordance with established policies.

Requirements

Conditions of Employment

- You must be a United States Citizen or National.
- Initial appointment is conditioned upon a satisfactory preemployment adjudication. This includes fingerprint, credit and tax checks, and drug testing. Continued employment is subject to a favorable adjudication of a background investigation.
- You must be registered for Selective Service, if applicable.
- J.D. degree and active member of the bar (any U.S. jurisdiction) required.
- This is a temporary position not-to-exceed 14 months. This position may be extended or made permanent without further competition.
- Must reside in the district to which appointed or within 25 miles thereof. See 28 U.S.C. 545 for district specific information.

Qualifications

Required Qualifications: Applicants must have at least **one year (three years is preferred)** of post-JD legal or other relevant experience, and possess superior oral and written communication skills as well as strong interpersonal skills, exhibit good judgment and function with minimal guidance in a highly demanding environment.

Proof of active bar membership is required.

United States citizenship is required.

Preferred Qualifications: Strong advocacy skills, academic credentials, superior legal research and writing skills, quick analytical ability to accurately and precisely articulate critical case-related issues, good interpersonal skills, the ability to work in a supportive and professional team environment with client agencies, support staff, and other attorneys, and sound legal and ethical judgment.

You must meet all qualification requirements at the time the applicant lists are pulled (approximately every 30 days) or by the closing date of this announcement.

Education

Applicants must possess a J.D. Degree

Additional information

Salary Information: Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of basic pay is **\$62,107 to \$162,447**, plus locality. (**Locality Pay Percentage for Rock Island: 18.66%**).

Other Benefits: The Department of Justice offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System. The Benefits link provides an overview of the benefits currently offered to Federal Employees.

Relocation Expenses: Relocation expenses will not be authorized.

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This and other vacancy announcements can be found under [Attorney Vacancies](#) and [Volunteer Legal Internships](#)

. The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

Travel: Occasional travel outside the district may be required. Travel within the district will be required.

Type of Position: All initial attorney appointments to the Department of Justice are made on a 14 month (temporary) basis pending favorable adjudication of a background investigation. Temporary appointments, may or may not, be made permanent without further competition.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Diversity Statement: As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Evaluation Method: Once your complete application package is received, it will be reviewed to ensure you meet all job requirements. An attorney interview panel will then review all qualified applicants and make recommendations for invitation to interview. You will be notified if selected for an interview.

The Occupational Questionnaire will take you approximately 20 minutes to complete.

Veterans' Preference: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must indicate their preference in response to the appropriate question in their assessment questionnaire (it is also recommended that information is included in their cover letter or resume) and they must submit supporting documentation (e.g., DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) which verifies their eligibility for preference. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, http://www.opm.gov/forms/pdf_fill/sf15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that retirement was due to a permanent service-connected disability or that they were transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Required Documents

You must provide a complete Application Package which includes:

- Required - Your responses to the **Online** Occupational Questionnaire (This is completed automatically during the apply online process).
- Required - Your resume showing relevant experience and dates of employment (include day/month/year). (cover letter optional).
- Required - List of references.
- Required - A legal writing sample (5-10 pages).
- Required, if applicable - A recent copy of an SF-50 (Notification of Personnel Action), showing title, series, grade, and current salary; and a copy of your most recent performance appraisal.

- Required, if applicable - To get Veterans' Preference, you must indicate your preference in response to the appropriate question in your assessment questionnaire and you must submit the appropriate supporting documentation. See the "How you will be Evaluated" section for details regarding what is appropriate Veterans' Preference documentation. It is also recommended that you include veterans' preference information in your cover letter or resume.
- Required - Copy of bar membership, in good standing.
- Required - Copy of official transcripts, both Undergraduate and Law School, confirming J.D. degree.

The Point of Contact for this vacancy announcement is Central District of Illinois who can be reached at 217-492-4488 or CAROL.PRICE@USDOJ.GOV

Department of Justice Policies

Equal Employment Opportunity: 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, protected genetic information, status as a parent, or any other non-merit-based 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. For more information, please review our full [EEO statement](#)

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of [DPOCs](#)

Suitability and Citizenship: 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. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>).

Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates who have lived outside the United States for two or more of the past five years will likely have difficulty being approved for appointments by the Department Security Staff. The two-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (ET) on 12/27/2024 to receive consideration.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
2. Click the Submit My Answers button to submit your application package. **(It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date.)**
3. To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

You are encouraged to apply online. Applying online will allow you to review and track the status of your application. However, should you not be able to apply online, please contact Central District of Illinois at 217-492-4488 or email at CAROL.PRICE@USDOJ.GOV, prior to the closing date of this announcement to request an alternate method of applying.

Agency contact information

 Carol Price

Phone

[217-492-4488](tel:217-492-4488)

Email

CAROL.PRICE@USDOJ.GOV

[Learn more about this agency](#)

Address

Central District of Illinois
318 S. 6th Street
Springfield, IL 62701
US

Next steps

We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation, to include a credit and tax checks, and a drug test by urinalysis. We expect to make a final job offer within 120 days after the closing date of the announcement.

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)