



**United States Department Of Justice
U.S. Attorney's Office, Western District of Louisiana
Shreveport, Louisiana**

**VACANCY ANNOUNCEMENT FOR: Clerk (OA)
Student Temporary Employment Program**

Vacancy Announcement Number: 12-WDLA-003

Open Period: 6/15/2012-6/30/2012

Salary Range: \$20,324 (pa with locality) (\$9.74 ph)

Series & Grade: GS-0303-01

Position Title: Student Clerk (Student Temporary Employment Program)

Duty Location: 1 vacancy in Shreveport Louisiana

Who May Be Considered: Degree seeking students enrolled or accepted for enrollment in an accredited technical, vocational school, two-year or four-year college or university or graduate or professional school. Students must be enrolled at least half-time in an accredited educational institution and be in good academic standing.

Job Summary: Looking for flexibility and valuable work experience? This position may be for you. The position performs day-to-day clerical tasks in support of the U.S. Attorney's Office. Your typical work assignments might include providing general clerical support to office staff; serving as backup for the receptionist; sorting and arranging material for filing; sorting and distributing mail; copying, collating and organizing documentation; maintaining supply room; using automation equipment and software to prepare documents; and entering data into databases.

This is a year-round temporary position for a student. Appointments are temporary not to exceed one year, but student may be re-appointed for additional timeframe as long as the required academic standings are maintained and funding is available.

This announcement may also be used to fill additional STEP vacancies.

Key Requirements:

- You must be a U.S. citizen to qualify for this position.
- Background investigation, credit check, and drug test required.

- You must be registered for Selective Service, if applicable.
- You must be a student.

Qualifications: Applicants are eligible for employment under the Student Temporary Employment Program based on academic status. Applications will be accepted from degree seeking students enrolled or accepted for enrollment in an accredited technical/vocational school, two-year or four-year college or university, graduate or professional school. Applicants must be taking at least half-time academic, vocational, or technical course load leading to a degree, diploma, or certificate. In addition, students employed under this program must maintain an academic grade point average of 2.0 or higher on a 4-point scale.

The student should be able to provide a work schedule with a minimum of 16-20 hours per week during school semesters and up to 40 hours per week during summer and holiday breaks. The applicant's work schedule should not interfere with the applicant's academic schedule.

Please read the "**How To Apply**" section of this announcement for a list of requested documentation.

How You Will Be Evaluated: You will be evaluated based upon your resume and the question responses you provide during a structured interview. In responding to structured interview questions you should be sure to cite specific examples of your experience.

How to Apply: Please read the following information thoroughly. Failure to submit the requested documentation by the closing date of the announcement, June 30, 2012, will result in your application not being considered. You must submit the following REQUIRED documents:

--A resume OR any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. Please include the vacancy announcement number 12-WDLA-003 on your application.

--A copy of the Declaration of Federal Employment form (OF-306). The OF-306 can be located at the Office of Personnel Management website at:
http://www.opm.gov/Forms/pdf_fill/OF306.pdf

--Current unofficial college transcripts and/or a college enrollment acceptance letter for students entering in the upcoming semester. Official transcripts will be required if an offer of employment is made.

Complete application packages may be mailed or delivered to the following address:

U.S. Attorney's Office
Western District of Louisiana
Attn: HR Office
300 Fannin Street, Suite 3201
Shreveport, LA 71101

OR

You may email your application documents to USALAW.HRO@usdoj.gov If you send your resume electronically, please send it in .pdf format.

OR

You may fax your application documents to the U.S. Attorney's Office, Attn: HR Office, (318) 676-3641.

Applications must be received by 11:59 p.m. (Central Standard Time) on the closing date of the announcement (June 30).

Applications using government postage or internal Federal government mail systems will not be considered.

Contact Information:

Vicki Willmon
Human Resources Officer
300 Fannin Street, Suite 3201
Shreveport LA 71101
(318) 676-3600

What to Expect Next: After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

Other Information:

This position is in the excepted service. It does not lead to competitive appointment or service status.

Benefits: Payment of relocation expenses will not be authorized. A full Benefits Package is not authorized for this position; but this position does allow annual and sick leave benefits.

EEO Policy Statement: The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.

Reasonable Accommodation Statement: Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information: If you are entitled to Veterans' Preference, you must indicate the type of preference you are claiming in your application and submit the appropriate documentation, as specified below:

In order to verify your Veterans' Preference entitlement, please submit a copy of the Member Copy 4 of your DD-214 (Certificate of Release or Discharge from Active Duty); official statement of service from your command if you are currently on active duty; or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that shows your military service was performed under honorable conditions.

In addition if you are a disabled veteran, a Purple Heart recipient, or widow/widower of a veteran, the spouse of a disabled veteran or the natural mother of a disabled or deceased veteran, you must submit a signed and dated Standard Form (SF) 15 "Application for 10-point Veteran Preference," and the other required documentation identified on the reverse side of the SF-15 to support your preference claim.

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

Legal and Regulatory Guidance

Social Security Number -Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials will result in your application not being processed.

Privacy Act -Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature -Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements -If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.