

Employment Opportunities for Support Staff Positions

The United States Attorney's Office for the Northern District of West Virginia accepts applications for employment in non-attorney positions as posted by specific job vacancy announcements or public notices. The most common non-attorney positions are Legal Assistants and Paralegal Specialists. Other administrative and technical positions, such as Intelligence Research Specialist, Health Care Fraud Auditor, Law Enforcement Coordinator, Victim-Witness Coordinator, Administrative Technician, Systems Manager, Budget Officer, Administrative Services Specialist, and Administrative Officer occasionally become available.

Applicant supply files are not maintained for support positions. Applications will only be accepted during the period of the time listed in the posted vacancy announcement and applications must be received or postmarked by the closing date. Support staff vacancy announcements will also be posted at the following website: www.usajobs.gov.

Employment for all positions is contingent upon the satisfactory completion of a background investigation by the Department of Justice. This is a thorough investigation that includes checks with present and former employers, military records, and credit bureaus. The investigation also includes verifications of tax filings and attendance at institutions of higher learning. Those who are selected are subject to drug testing by urinalysis. United States citizenship is required.

Anyone interested in employment in any other district or at the Department of Justice in Washington, D.C., should directly contact the appropriate office. To view current vacancies with the Northern District of West Virginia, please go to <https://www.justice.gov/> or contact;

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EXCEPT WHERE OTHERWISE PROVIDED BY LAW, THERE IS NO DISCRIMINATION BECAUSE OF COLOR, RACE, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, DISABILITY, AGE, SEX, SEXUAL ORIENTATION, MEMBERSHIP OR NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ON THE BASIS OF PERSONAL FAVORITISM.