

**U.S. DEPARTMENT OF JUSTICE**  
**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**  
**TITLE, SERIES, GRADE: ATTORNEY-ADVISOR, GS-13**  
**VACANCY ANNOUNCEMENT NUMBER: EOIR-02-0139**



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**OPPORTUNITY:** The Executive Office for Immigration Review, U.S. Department of Justice, is seeking an individual to serve as Assistant Pro Bono Coordinator (Attorney-Advisor) for the Office of the Deputy Director located in Falls Church, VA.

**DUTIES:** The Attorney Advisor is responsible for assisting the Pro Bono Coordinator in developing and administering legal orientation programs at various sites throughout the country. Works closely with organizations and individuals providing legal orientation programs to detained aliens to ensure that programs are properly and adequately implemented, and improve the delivery of pro bono and pro se services, at both the Immigration Court and BIA levels. Establishes and maintains contacts as well as provides support and organizational assistance to bar associations, law schools, advocacy groups, etc. which provide pro bono representation to unrepresented aliens throughout the country. Provides analysis of legal orientation program effectiveness as it relates to enhancing the efficiency of Immigration proceedings. Identifies problems, develops action plans (both short and long term) to address problems. Prepares written reports on a variety of legal issues which requires research.

**QUALIFICATION REQUIREMENTS:** Applicants must have an LL.B. or a J.D. degree and be duly licensed and authorized to practice law as an attorney under the laws of a state, territory, or the District of Columbia. Applicants must be U.S. citizens and have a minimum of 2 years of relevant post-bar admission legal experience at the time the application is submitted, with 1 year experience equivalent to the GS-12 level in the Federal Service. Applicants must possess: 1) A knowledge of immigration laws and procedures; 2) Knowledge of ethics and of conflict of interest laws and relates issues; 3) Excellent analytical, research, and writing abilities; 4) Ability to make oral presentations to large audiences.

**APPLICATION PROCEDURES:** Applicants may choose one of three job application procedures. You must submit: 1) an [OF-612](#), Optional Application for Federal Employment; 2) a resume (please note that there are minimum requirements for resume content which are described in OPM Pamphlet [OF-510](#), Applying for a Federal Job (copies are available in most Federal agencies)); or 3) a Standard Form 171, Application for Federal Employment.

In addition, you are required to submit a detailed narrative statement (describing experience as it relates to the qualification requirements listed above) and a writing sample to:

U.S. Department of Justice  
Executive Office for Immigration Review  
Human Resources Staff, Administrative Division  
5107 Leesburg Pike, Suite 2300  
Falls Church, VA 22041  
Attention: Judy Berryhill

Telefaxed copies of resume/application or other electronic copies will not be considered unless specifically authorized.

**Please Note:** All applications must contain the announcement number, title, and grade of the job for which you are applying. Applications must also contain the full name, mailing address (with Zip code), day and evening phone numbers (with area code), social security number, any other country of citizenship (if applicable) and the highest Federal civilian grade held (also give job series and dates held). Applicants who have previously applied for an attorney-advisor position and wish to be considered for this position must submit a new application.

**SALARY:** All applications must be received by September 20, 2002 will not be considered. Current salary and years of experience will determine the appropriate salary level. The possible salary range is \$66,229 to \$86,095. Relocation expenses will not be paid.

**For additional information about this position please contact:** Kim Beatty  
(703) 305-1122  
(703) 305-1387 TDD

This and other legal position announcements can be found on the Internet at:  
<http://www.usdoj.gov/oarm/>.

*The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace and the person selected will therefore be required to pass a drug test to screen for illegal drug use prior to final approval. Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.*

*The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. 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.*