

Legal Staff Assistant

DEPARTMENT OF THE INTERIOR

National Indian Gaming Commission

Open & closing dates

🕒 12/17/2018 to 12/31/2018

Pay scale & grade

AD 07

Appointment type

Permanent

Service

Excepted

Salary

\$45,972 to \$59,762 per year

Work schedule

Part-Time

Locations

1 vacancy in the following location:

Washington DC, DC

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to



Federal employees - Excepted service

Current excepted service federal employees.



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Announcement number

NIGC-19-EW-004(EXC)

Control number

519189100

Duties

Summary

The Commission's primary mission is to work within the framework created by the Indian Gaming Regulatory Act (IGRA) for the regulation of gaming activities conducted by tribes on Indian lands to fully realize IGRA's goals: (1) promoting tribal economic development, self-sufficiency and strong tribal governments; (2) maintaining the integrity of the Indian gaming industry; and (3) ensuring that tribes are the primary beneficiaries of their gaming activities.

Responsibilities

This is a part-time position.

This position is located in the Office of the General Counsel. Incumbent serves as the staff support for the Office of the General Counsel.

Major Duties include, but are not limited to:

- Assists the attorneys, prepares administrative and appeal records and indexes, case files and other records or documents in support of enforcement actions, appellate review and other similar actions.
- Maintains and organizes files, databases, and office reports; prepares travel vouchers; maintains office calendar and timesheets. Inputs essential information into OGC tracking system/database.
- Initiates routine replies to inquiries concerning administrative matters, letters of acknowledgment and other routine correspondence or reports for the signature of the attorneys, General Counsel or Associate General Counsels, or signs documents as appropriate whenever they are absent or instruct the incumbent to do so.
- Provides administrative assistance to the attorneys, General Counsel and Associate General Counsels. Organizes, scans, photocopies and routes documents; reviews outgoing correspondence to assure accuracy; receives visitors and telephone calls; acts as a liaison among the staff of the Office; completes typing projects, memoranda; arranges conferences and meetings; prepares travel arrangements and related reimbursement documents; maintains Office calendar, assignments, and files; and serves as backup as appropriate to Commission support staff.
- Provides support to Office staff on an as-needed basis, particularly with regard to special projects and information searches or research. Provides clerical support and special projects as assigned.
- Performs other miscellaneous duties associated with completing the tasks listed above.

This position is in the excepted service and not subject to competitive service procedures. Competitive Civil Service status is not acquired under this appointment. New appointees to the excepted service must serve a two year trial period. Merit Promotion procedures do not apply.

The National Indian Gaming Commission (NIGC) has determined that the duties of this position are not suitable for telework.

Travel Required

Not required

Supervisory status

No

Promotion Potential

10

Job family (Series)

[0986 Legal Assistance](https://www.usajobs.gov/Search/?j=0986)

(<https://www.usajobs.gov/Search/?j=0986>)

Requirements

Conditions Of Employment

- You must be a U.S. Citizen
- You will be subject to a background/suitability investigation/determination

- You will be required to have federal payments made by Direct Deposit
- You must submit ALL required documents and a completed questionnaire

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 <http://www.sss.gov/> (<http://www.sss.gov/>).

Qualifications

Minimum Qualification Requirements:

Applicants must have at least one year of experience utilizing working knowledge of legal processes; performing administrative tasks including answering phones, entering data in record keeping systems, preparing correspondence or other documents, and establishing/using/maintaining a filing system in a legal office setting; proofreading correspondence or legal documents for grammar, spelling, punctuation and adherence to office policy and procedures.

Education

Education: If this position requires specific educational course work to qualify, or you are qualifying based in whole or part on education, you are required to provide transcripts as proof of meeting the requirements.

Foreign Education: Education completed in colleges or universities outside the United States may be used to meet the specific educational requirements as stated above. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e4> (<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e4>).

Additional information

Important Note : All NIGC employees are subject to the conflict of interest restrictions imposed upon all employees of the Executive Branch of the Federal Government and may be required to file a Public Financial Disclosure Report (OGE-Form 278) or a Confidential Financial Disclosure Report (OGE Form 450) to determine if a conflict or an appearance of a conflict exists between your financial interest and your prospective position with the agency. This information will be required annually.

Employees must be totally objective and impartial in the performance of their work. All potential issues (e.g.: work related interactions with friends, family members or previous employers) must be disclosed at the time of application or during the interview process.

This position is in the excepted service and not subject to competitive service procedures.

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

Effective January 1, 2010, OPM must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C, or Non-career SES (political) employees in the executive branch. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, or Non-career SES employee in the executive branch, you **must** disclose that to the Human Resources Office.

Applicants who include vulgar, offensive, or inappropriate language or information in their application package will be ineligible for further consideration for this position. The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

CONDITIONS OF EMPLOYMENT

A preliminary background check must be completed before a new employee can begin work with the National Indian Gaming Commission. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a **tentative** offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau Security Office.

For additional information about the National Indian Gaming Commission, please visit: www.nigc.gov

(<http://www.nigc.gov/>).

NOTICE: This employer participates in E-Verify and will utilize your Form I-9 information to confirm you are authorized to work in the U.S.

How You Will Be Evaluated

Once the application process is complete, we will review your application to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume, supporting documentation and responses to the online questionnaire will be made.

To preview questions please [click here](#)

(<https://jobs.monstergovt.com/bsee/vacancy/previewVacancyQuestions.hms?orgId=2&jnum=2588>).

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

Required Documents

Your resume must contain information sufficient to make a valid determination that you fully meet the specialized experience requirements as stated in this vacancy announcement and OPM qualification standards for each grade level(s) for which you are applying. It is strongly recommended that you use the USAJobs Resume Builder as it was designed to ensure that your resume includes the standard information needed. The Resume Builder is available at https://help.usajobs.gov/index.php/How_to_create_your_resume (https://help.usajobs.gov/index.php/How_to_create_your_resume).

Your application package must include: (1) Cover Letter; (2) Resume showing relevant experience as written in your own words; (3) Completed online Assessment Questionnaire; (4) College transcript (if applicable) for verification of qualifying education. Unofficial transcripts are acceptable; (5) Certificates, license, etc. (if applicable)

NOTE: If you submit an incomplete application, you will be given credit only for the information you provide. You are responsible for submitting all required documentation in support of your application in order to receive full credit for your experience, education, training, veterans preference, and/or Indian preference.

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](#) (<http://www.ed.gov/admins/finaid/accred/>).

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.

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.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

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 to Apply

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. To apply on-line, you must complete and submit an application by accessing the USAJOBS website at www.usajobs.gov

(<http://www.usajobs.gov/>).

To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. To return to your saved application, log in to your USAJOBS account at www.usajobs.gov

(<http://www.usajob.gov/>).

and click on "Application Status." Click on the position title, and then select Apply Online to continue.

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Monster Help Desk by e-mail at mgshep@monster.com

(<mailto:mgshep@monster.com>).

or by phone at 866-656-6831. The help desk is available Monday–Friday, 7:00 a.m. to 7:00 p.m. ET.

Agency contact information



Ericka Witham

Phone

[703-787-1438](tel:703-787-1438)

Fax

000-000-0000

Email

ericka.witham@bsee.gov

[Learn more about this agency.](#)

Address

National Indian Gaming Commission
90 K Street NE
Suite 200
Washington, District of Columbia 20002
United States

The National Indian Gaming Commission is an independent Federal regulatory agency whose primary mission is to regulate gaming activities on Indian lands for the purpose of shielding Indian tribes from organized crime and other corrupting influences; to ensure that Indian tribes are the primary beneficiaries of gaming revenue; and to assure that gaming is conducted fairly and honestly by both operators and players.

Next steps

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgment from USAJobs that your submission was successful, once we have received your on-line assessment questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background checks, and/or verification of your education. If you are selected, you will be contacted personally by the Human Resources Office posting this announcement.

Fair & Transparent

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

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).