



2011 Honors Paralegal Intern Program

Paralegal Specialist Position
U.S. Department of Justice, Environment and Natural Resources Division
Washington, DC
www.usdoj.gov/enrd

The **Environment and Natural Resources Division (ENRD)** is a 700 person organization with approximately 400 attorneys and nearly 300 legal support and administrative staff. As the largest environmental law firm in the country, ENRD has represented virtually every federal agency in courts nationwide. ENRD has primary responsibility for litigation on behalf of the United States regarding:

- Prevention and Clean Up of Pollution
- Wildlife Protection
- Environmental Challenges to Federal Programs and Activities
- Acquisition of Property for Federal Needs
- Native American Rights and Claims
- Stewardship of Public Lands and Natural Resources

We are hiring paralegals for our **2011 Honors Paralegal Intern Program**. All positions will be located in Washington DC but there is opportunity to travel. Program participants in this two year program will receive both formal and on-the-job training, and be mentored by an attorney. Duties of the paralegal include:

- Administrative case preparation
- Trial support
- Cite checking
- Legal research utilizing Lexis-Nexis, Westlaw, etc.
- Freedom of Information requests

We are looking for 2010/2011 college graduates, with an overall GPA of at least a 3.0, who are organized, analytical, have strong research and writing skills, and can work both independently and collaboratively, starting on or about September 19, 2011. (*U.S. Citizenship, security clearance and drug test are required.*)

The starting salary for a GS-7 is approximately \$42,209. In addition to salary, the federal government offers a comprehensive benefits package and a transit subsidy for individuals who utilize public transportation. The Division is conveniently located within walking distance of major museums, restaurants, the Verizon Center, and theaters. Interns who successfully complete the program will be eligible for a permanent position in ENRD.

To apply please visit the following link: <https://applicationmanager.gov/Login.aspx?VacancyID=418773>. After establishing your userID and password, use **418773** as the Vacancy ID number, then follow the instructions to complete your application. The application process includes submitting a resume (be sure to include your GPA on your resume), an unofficial school transcript and completing an online questionnaire.

Note: If you experience difficulty uploading your documents, fax them to 478-757-3144. Use the cover sheet found at the following website if you fax your documents: <http://staffing.opm.gov/pdf/usascoversheet.pdf>. Please enter **418773** into the Vacancy Identification Number box on the cover sheet.

Application deadline: January 18, 2011

ENRD Honors Paralegal Program Application Tips

There are 3 parts of the ENRD Paralegal Program application process:

- 1) **Resume**
- 2) **Transcript (showing an overall GPA of 3.0 or higher; An unofficial copy is acceptable at this time)**
- 3) **ACWA occupational questionnaire**

The Administrative Careers with America (ACWA) is a multiple-choice occupational questionnaire required for many entry-level positions in the federal government. This questionnaire is a **vital part** of your application as it is used to gain more information about you and your job related competencies and abilities. How you complete the questionnaire will affect the assessment of your application – similar to being “graded” for a class!

The questionnaire begins with several administrative and demographic questions. Next, there are approximately 85 occupational questions to evaluate your educational background and relevant “work experiences.”

Applicants often make the mistake of taking a very limited view of what “work experience” means. Work experience is not just paid employment in a formal work environment. Working at McDonald’s in high school, operating your own dog-walking, babysitting or house sitting service, answering phones or filing for two weeks, or being on a planning committee for a club fund-raising event is relevant experience – so long as it has elements of the kind of skill the question is measuring.

Work experience includes **ALL EXPERIENCES**. If you are graduating from college, work experience can be gained through student organizations or activities, classroom projects, sports teams, volunteer work, internships - paid or unpaid, work-study/financial aid jobs, regular paid employment, military service, or any other experiences/activities that provide opportunities to utilize interpersonal, organizational, planning, thinking, writing, speaking, learning, creativity, and customer service skills.

For example, as a recent graduate you may not have a formal workplace where you had the specific experience the question is asking about, but perhaps you applied that same skill in a different situation. Your “workplace” may be your campus/class/dorm, etc., and this is the **context** from which you should base your answers.

Once you have completed your questionnaire, we will review your application and select the top applicants to be interviewed via phone or in person. These applicants will be asked to submit: **1) a brief writing sample (no more than 1000 words), 2) official college transcript, and 3) a list of three references.**