



THE UNITED STATES
DEPARTMENT OF JUSTICE
ASSISTANT UNITED STATES ATTORNEY

CRIMINAL DIVISION (CRM)
CRIMINAL DIVISION
ATTORNEY
108 HERNAN CORTEZ AVE. STE. 500
HAGATNA
GUAM

About the Office:

The United States Attorney's Office (USAO) for the Districts of Guam and the Northern Mariana Islands (NMI) represents the federal government in criminal prosecutions for violations of federal law, civil lawsuits by and against the government, and actions to collect judgments and restitution on behalf of victims and taxpayers. The United States Attorney for the District of Guam also serves as the United States Attorney for the District of the Northern Mariana Islands. Assistant United States Attorneys (AUSAs) in the Criminal Division prosecute a variety of offenses, including drug trafficking, human trafficking, criminal immigration, public corruption, and white collar crime.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

Job Description:

The USAO is currently seeking an attorney for the position of Assistant United States Attorney for the Criminal Division located in our Guam office. Primary responsibilities will include the prosecution of general crimes. Specific case assignments will vary depending on the needs of the office. Responsibilities will increase and assignments will become more complex as training and experience progress.

AUSAs may be rotated between our Civil Division and Northern Mariana Islands office, depending on the districts' staffing needs.

Qualifications:

Required Qualifications:

- Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia, and have at least three years of post-J.D. experience. Applicants must be active members in good standing of the bar (of any jurisdiction).
- United States citizenship is required.

Preferred Qualifications:

- Excellent computer literacy, time management, organizational, and inter-personal skills.
- Exceptional analytical ability, as demonstrated by a history of progressively complex case work.
- Ability to communicate effectively orally and in writing.
- A demonstrated commitment to professionalism with other attorneys, court and support staff, and a variety of client agencies.
- The capacity to function, with minimal guidance, in a highly demanding environment.

Type of position: This is a permanent position. The AD-0905-23 is the minimum grade level for which applicants may be selected; applicants may be selected up to the AD-0905-29 level, based on qualifications and years of experience. All initial attorney appointments to the Department of Justice are made on a 14-month (temporary) basis pending favorable adjudication of a background investigation.

Security Requirements: Initial appointment is conditioned upon a satisfactory pre-employment adjudication. This includes fingerprints, credit and tax checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Salary: Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of basic pay is \$61,224 to \$149,044 annually, plus a 16.20% locality rate, plus cost of living allowance of 12.45%. Post differential is only applicable if you live and are hired from outside of Guam and the NMI.

Travel:

Occasional travel may be required, including lengthy flights to Hawaii for appellate arguments and the mainland for training.

Application Process:

Interested applicants should send their application packet that consists of a cover letter, resume, list of references and writing sample to michelle.terlaje@usdoj.gov. If you are a current federal employee, please include a copy of your most recent SF-50, Personnel Action. Fax and mailed application packets will not be accepted.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline: Wednesday, August 31, 2022

Relocation Expenses: Relocation expenses will not be authorized. A relocation incentive may be authorized.

Number of Positions:

This announcement is to fill one position; however, depending on the needs of the office, additional positions may be filled using this announcement.

Updated August 15, 2022

* * *

Department Policies

COVID-19 Vaccination: Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of race, color, religion, national origin, sex - including gender identity, sexual orientation, or pregnancy status - or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. 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 on the basis of merit within the Department of Justice. For more information, please review our full [EEO Statement](#).

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of [DPOCs](#).

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are exempted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that their retirement was due to a permanent service-connected disability or that they were transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

USAO Residency Requirement: Assistant United States Attorneys must reside in the district to which appointed or within 25 miles thereof. See 28 U.S.C. 545 for district specific information.

* * *

This and other vacancy announcements can be found under [Attorney Vacancies](#) and [Volunteer Legal Internships](#). The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy

announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.