

DoD SkillBridge Internship
Army Career Skills Program (CSP)
Paralegal Specialist (GS-0950-07/09)
U.S. Customs and Border Protection (CBP)
Office of Chief Counsel, Assistant Chief Counsel - Buffalo
Location: Buffalo, NY

IMPORTANT NOTE: This opportunity is only open to Army CSP & DoD SkillBridge participants on active duty who are **AT LEAST 11 months AWAY** from separation.

LOCATION

Buffalo, NY

MAJOR DUTIES AND RESPONSIBILITIES

Serves as a paralegal specialist in the Office of Chief Counsel. Assists higher-level journeyman specialists with selection, assembly, summary, and compilation of substantive information by use of statutes, regulations, department orders, digests, commentaries, legal instruments, and other legal reference material. Assists in case preparation for litigation and with research and analysis of facts and legal questions.

In this capacity:

Supports the Office of Chief Counsel and Department of Justice trial attorneys as necessary in gathering, assembling, and preparing CBP documents in support of CBP's position with respect to cases to be litigated in administrative processes and in the Federal Court system

Under the direction of a higher-level journeyman specialist, the incumbent receives and assists with analyzing, investigating, and making recommendations of action on submissions in connection with administrative and judicial cases

Examines and evaluates requests for information under the Freedom of Information and Privacy Act, and determines if documents or segregable portions of them can be released under the supervision of a higher-level journeyman paralegal

Analyzes, searches, and forwards administrative court pleading records to appropriate parties in compliance with requests for information, including discovery regarding pending or completed cases

Collects facts from internal and external sources and assists with the preparation of litigation reports in connection with lawsuits filed against CBP

Assists with the search of administrative and court pleadings records for submission by the senior paralegal to the appropriate parties in compliance with requests for information

Works closely with the office personnel at headquarters and in the field in support of the office caseload and processing needs to ensure that all information that may have an effect

on current cases is made available to office personnel and assists with the organization and recording of a high volume of litigation case records, support documentation (i.e., exhibits, evidence), and correspondence and legal reference material

Consults with other Federal and state agencies regarding the Freedom of Information and Privacy Act regulations and related cases. Requests and coordinates related lawsuits with staff and field attorneys, Department of Justice trial attorneys, and numerous personnel of other departments under the direction of a higher-level journeyman specialist.

Performs other duties as assigned, such as: general or specific administrative support functions as required in areas such as: information systems, procurement, security, training, and travel.

How to Apply:

Email Jeffrey.R.Jack@cbp.dhs.gov with **SUBJ: CBP – OCC- Paralegal Specialist – DoD SkillBridge – Buffalo (NY)**