

Multi-Agency

Job Title: Administrative Law Judge

Agency: Multi-agency

Job Announcement Number: ALJ2013-847661

SALARY RANGE: \$118,612.00 to \$165,300.00 / Per Year
OPEN PERIOD: Tuesday, March 05, 2013 to Friday, March 15, 2013
SERIES & GRADE: AL-0935-03
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: Many vacancies in the following location(s):
Santa Barbara, CA United States
Denver, CO United States
Hartford, CT United States
Miami, FL United States
Tampa, FL United States
[More Locations](#) (174)
WHO MAY APPLY: United States Citizens

JOB SUMMARY:

Administrative Law Judges (ALJ) serve as independent impartial triers of fact in formal proceedings requiring a decision on the record after the opportunity for a hearing. In general, ALJs prepare for and preside at formal hearings required by statute to be held under or in accordance with provisions of the Administrative Procedure Act (APA), codified in relevant part, in sections 553-559 of title 5, United States Code (U.S.C.). ALJs rule on preliminary motions, conduct pre-hearing conferences, issue subpoenas, conduct hearings (which may include written and/or oral testimony and cross-examination), review briefs, and prepare and issue decisions, along with written findings of fact and conclusions of law.

The Federal Government employs ALJs in a number of agencies throughout the United States and Puerto Rico. Cases may involve Federal laws and regulations in such areas as admiralty, advertising, antitrust, banking, communications, energy, environmental protection, food and drugs, health and safety, housing, immigration, interstate commerce, international trade, labor management relations, securities and commodities markets, social security disability and other benefits claims, and transportation.

Individuals who wish to apply for a position as an ALJ with the Federal Government should read this ALJ Job Opportunity Announcement in its entirety before preparing an application. Applicants must meet all the qualifications requirements for an ALJ position as described in this announcement.

OPM reserves the right to verify information provided by the applicant during the examination process and through any part of the selection process. Information that cannot be verified may result in designating the applicant as "ineligible" or negating the score on a particular examination component, depending upon the information at issue.

KEY REQUIREMENTS

- U.S. Citizenship
- Subject to a background suitability investigation/determination
- Submit all supporting documents (see "How to Apply" section)
- Registered for Selective Service, if applicable (see www.sss.gov)

DUTIES:

ALJs:

- conduct formal hearings involving cases where all interested parties are given advance notice of the hearing; an opportunity to submit facts, arguments, offers of settlement or proposals of adjustment; and an opportunity to be accompanied, represented, and advised by counsel or other qualified representatives;
- rule on preliminary motions, conduct pre-hearing conferences, issue subpoenas, control hearings (which may include written and/or oral testimony and cross-examination), review briefs, and receive or exclude (for example, on the ground that it is irrelevant, immaterial, or unduly repetitious) any oral or documentary evidence proffered for consideration; and
- prepare and issue decisions (or initial or recommended decisions), along with written findings of fact and conclusions of law therein, upon consideration of the whole record, or those parts of it cited by a party and supported by and in accord with reliable, probative, and substantial evidence.

QUALIFICATIONS REQUIRED:

Preliminary Qualifications:

As part of the qualifications requirements for an ALJ position, an applicant must meet all three of the following requirements:

1. Possess a full seven (7) years of experience as a licensed attorney preparing for, participating in, and/or reviewing formal hearings or trials involving litigation and/or administrative law at the Federal, State or local level;
2. Possess a professional license and be authorized to practice law under the laws of a State, the District of Columbia, the Commonwealth of Puerto Rico, or any territorial court established under the United States Constitution (see specific details regarding LICENSURE below);
3. Pass the U.S. Office of Personnel Management (OPM) competitive examination which evaluates the competencies, or knowledge, skills, and abilities, essential to performing the work of an ALJ.

Specific details for each of the three requirements above are as follows:

1. EXPERIENCE:

QUALIFYING EXPERIENCE: Applicants must have a full seven (7) years of experience as a licensed attorney preparing for, participating in, and/or reviewing formal hearings or trials involving litigation and/or administrative law at the Federal, State or local level. To be considered as qualifying experience, the types of cases handled under this requirement must have been conducted on the record under procedures at least as formal as those prescribed by sections 553 through 559 of title 5 of the United States Code.

Litigation Experience: Qualifying litigation experience involves cases in which a complaint was filed with a court, or a charging document (e.g., indictment or information) was issued by a court, a grand jury, or appropriate military authority and includes:

- participating in settlement or plea negotiations in advance of trial;
- preparing for trial and/or participating in trial of cases;
- preparing opinions;
- hearing cases;
- participating in or conducting arbitration, mediation, or other alternative dispute resolution process approved by the court; or
- participating in appeals related to the types of cases above.

Administrative Law Experience: Qualifying administrative law experience involves cases in which a formal procedure was initiated by a governmental administrative body and includes:

- participating in settlement negotiations in advance of hearing cases;

- preparing for hearing and/or participating in trial of cases;
- preparing opinions;
- hearing cases;
- participating in or conducting arbitration, mediation, or other alternative dispute resolution process approved by the administrative body; or
- participating in appeals related to the types of cases above.

Non-Qualifying Experience: Experience involving cases with no formal hearing procedure and uncontested cases involving misdemeanors, probate, domestic relations, or tort matters is **not** qualifying. Listed below are some examples of types of positions which are **not** qualifying:

- Claims Reviewer
- Clerk of Court
- Conferee
- Contracting Officer
- Insurance Adjuster
- Moderator
- Officer of any court not of record
- Rating Specialist
- State Unemployment Insurance Supervisor
- Law Professor

CREDITING MILITARY EXPERIENCE: For applicants entitled to veterans' preference, time spent in the Armed Forces of the United States shall be considered as qualifying experience in either of the two following ways, depending upon which will be more beneficial to applicants:

1. Such service may be considered on the basis of actual duties performed by the applicant as an attorney or military judge in the military services, or
2. Such service may be considered as an extension of the employment in which the applicant was engaged immediately before entrance into the military service. When military service is credited in this way, the applicant is considered to have continued performing the duties of the position he/she left.

For additional information, OPM has published on its website guidance on how to credit military experience at: <http://www.fedshirevets.gov/>.

2. LICENSURE:

An applicant must be licensed and authorized to practice law as an attorney under the laws of a State, the District of Columbia, the Commonwealth of Puerto Rico, or any territorial court established under the United States Constitution. Judicial status is acceptable in lieu of "active" status in States that prohibit sitting judges from maintaining "active" status to practice law. Being in "good standing" is acceptable in lieu of "active" status in States where the licensing authority considers "good standing" as having a current license to practice law.

An applicant must possess a license to practice law, as described in the preceding paragraph, at the time of application and continuously throughout the selection process including any period on the ALJ competitive register, as defined below. An applicant can be deemed ineligible at any time if it is determined that he/she does not satisfy or no longer satisfies the licensure requirement at any point during the selection process.

3. COMPETITIVE EXAMINATION:

OPM will review the completed online Assessment Questionnaire as described below to determine if you meet the experience and licensure requirements. If OPM determines you do not meet one or both of these requirements, a Notice of Results (NOR) will be issued to you indicating a rating of "ineligible" and no further action will be taken on your application.

Applicants who have cleared the preliminary qualifications screening (i.e., the

experience and licensure requirements) also are required to successfully complete other components of the ALJ examination. The purpose of these remaining components is to evaluate the competencies, or knowledge, skills, and abilities, essential to performing the work of an ALJ. These competencies include: Decision Making, Interpersonal Skills, Judicial Analysis, Judicial Decisiveness, Judicial Management, Judicial Temperament, Litigation and Courtroom Competence, Oral Communication, Problem Solving, Professionalism, Reasoning, Self-Management, and Writing.

The remaining assessment components of the examination for ALJ positions are listed below and further described in the section **How You will be Evaluated, Basis for Rating**:

Online Component:

- Section 1 - Situational Judgment Test (SJT)
- Section 2 - Writing Sample
- Section 3 - Experience Assessment

Proctored Component:

- Section 1 - Written Demonstration (WD)
- Section 2 - Logic-Based Measurement Test (LBMT)

In-person Component:

- Structured Interview (SI)

HOW YOU WILL BE EVALUATED:

Basis for Rating:

After you submit a complete online Application Package and you have cleared the preliminary qualifications screening, you will receive information and an internet link via email concerning an upcoming time period in which you must complete the Situational Judgment Test (SJT), Writing Sample, and Experience Assessment online. If you do not complete the SJT, Writing Sample, and Experience Assessment in the required time period, a Notice of Results (NOR) will be issued to you indicating a rating of "ineligible" and no further action will be taken on your application.

Online Component: Situational Judgment Test (SJT), Writing Sample, and Experience Assessment

Section 1: SJT - The SJT presents applicants with a set of work-related problems or critical situations and asks applicants to indicate which of the multiple-choice response options they would most likely and least likely take to handle the situations. The SJT is administered online, is timed, and involves text-based scenarios as well as video-based scenarios with closed captioning. Applicants may take as long as they wish to review the instructions but are given 75 minutes to respond to the SJT questions.

Section 2: Writing Sample - The Writing Sample is an exercise in which applicants write a response to a pre-determined topic. Applicants type their writing sample responses online and the exercise is timed. Applicants may take as long as they wish to review the instructions but are given 35 minutes to prepare a response to the question.

Section 3: Experience Assessment - The Experience Assessment includes multiple-choice and open-ended questions about work experience that is related to ALJ positions. Applicants select a multiple-choice response and write a narrative response, as appropriate, to indicate and document their experience associated with the targeted competency. The Experience Assessment is not timed.

Applicants who are invited to participate in the SJT, Writing Sample, and Experience Assessment will receive an advance email with specific instructions for completing these assessments and details about computer system requirements. Once you have submitted your responses to the online assessments (i.e., SJT, Writing Sample, and

Experience Assessment), you will not be allowed to make changes to your submission.

If the score for your performance on the SJT, Writing Sample, and Experience Assessment is within the range for the higher-scored sub-group of all the eligible applicants, you will be invited to participate in the Written Demonstration and Logic-Based Measurement Test, and the Structured Interview. You will be notified via email regarding when and where to report for the Written Demonstration and Logic-Based Measurement Test, and for the Structured Interview.

If the score for your performance on the SJT, Writing Sample, and Experience Assessment is not within the range for the higher-scored sub-group of eligible applicants, you will be notified via email that you will no longer be considered for this current ALJ Job Opportunity Announcement. You will not be invited to participate in the Written Demonstration and Logic-Based Measurement Test or the Structured Interview. Your official Notice of Results and a notice describing your appeal rights will be issued after the U.S. Office of Personnel Management completes the administration of the ALJ examination for the entire group that participated in the examination.

NOTE: In determining the SJT, Writing Sample, and Experience Assessment score, veterans' preference points will be applied for applicants who are entitled to such points and have submitted the required documentation. For candidates who successfully complete the remaining components of the examination, preference points will then be withdrawn from the SJT, Writing Sample, and Experience Assessment score, so that veterans' preference points, when applied to the applicant's final score for the entire examination, will be counted only once.

Proctored Component: Written Demonstration (WD) and Logic-Based Measurement Test (LBMT). If you are invited to participate in the WD and LBMT, this component of the examination will be administered to you in one day in two separate sessions in a proctored environment.

Section 1: WD - The purpose of the WD is to evaluate an applicant's ability to prepare a clear, concise, and well-reasoned legal decision of the type that one might be expected to write if employed as an ALJ. The WD is scheduled for 5 hours to allow time for instructions and other administrative processes, but actual testing time is 4 hours. The WD is conducted in a proctored environment using a laptop computer provided by OPM, and will be administered in one location in the Washington, DC area.

If you do not receive the required minimum score on the WD, you will not receive a final numerical rating and will not be placed on the ALJ register.

Section 2: LBMT - The LBMT presents applicants with a set of scenarios and multiple-choice response options. Only one response option in each scenario is logically accurate, while the remaining options are logically inaccurate. Applicants are asked to indicate which one response option is logically accurate. The LBMT is conducted in a proctored environment and will be scheduled for 2½ hours to allow time for instructions, but actual testing time is approximately 2 hours. The LBMT will be administered in one location in the Washington, DC area.

You must complete the WD and LBMT before participating in the Structured Interview.

In-person Component: Structured Interview (SI). If you are invited to participate in the SI, this part of the examination will be administered in an in-person panel interview environment.

SI - The objective of the SI is to evaluate an applicant's responses to competency-based questions related to being an ALJ. A panel will conduct the interview and evaluate the responses provided by the applicant. The interview will last approximately one hour, but you will need to arrive early to allow time for instructions. The SI will be administered in one location in the Washington, DC area.

If you do not receive the required minimum score on the SI, you will not receive a final numerical rating and will not be placed on the ALJ register.

Final Numerical Rating: Applicants who complete all portions of the assessment process and achieve a minimum required score on both the WD and SI will be issued a final numerical rating on a scale of **1 – 100**. The rating will be based on the scores assigned for the SJT/Writing Sample/Experience Assessment, WD/LBMT, and SI components of the examination with a maximum possible total score of **100**, excluding veterans' preference. If you do not claim veterans' preference, this earned rating will be your final numerical rating. If you claim veterans' preference (other than on the basis of sole survivorship, as described below) and have submitted the required documentation, 5 or 10 points, as appropriate, will be added to your total earned rating to determine your final numerical rating.

Appeals Process: An ALJ Appeals Panel (Panel) will be convened to adjudicate any appeals after all final numerical ratings have been assigned to all applicants who applied during this ALJ Job Opportunity Announcement open period. The Panel will accept and adjudicate an appeal from the following four categories of applicants who believe their ratings were assigned in error:

1. An applicant who received a NOR indicating "ineligible" at any stage of the ALJ assessment process.
2. An applicant who received a NOR indicating that his/her SJT, Writing Sample, and Experience Assessment score was not within the range for the higher-scored sub-group of all the eligible applicants and therefore did not receive further consideration for this current ALJ Job Opportunity Announcement.
3. An applicant who did not receive a minimum required score on the WD and/or SI, did not receive a final numerical rating, and was not placed on the ALJ register.
4. An applicant who received a NOR with a final numerical rating, for appeal of the entire examination.

The Panel has the authority to **affirm, raise, or lower** the rating; change a rating from eligible to ineligible and **remove** an applicant from the register; or **remand** for further development. An appeal must be filed by email within 30 calendar days from the date of the NOR. Appeals are adjudicated based on the record. The decision of the Appeals Panel is final, and exhausts further administrative appeal rights. Additional details regarding the appeal process will be provided once the NOR has been issued.

NOTE: If you receive a final numerical rating, and your name is placed on the register, and you appeal your numerical rating, your name will remain on the register, associated with your original score of record while the appeal is being processed. If, however, you are selected for an ALJ position, your name will be removed from the register and your pending appeal cancelled.

Retaking the ALJ Examination: You may retake the ALJ examination when the examination is open to the receipt of new applications if:

- You did not pass the preliminary qualifications screening, or did not receive a minimum required score on the WD or SI;
- Your score was not within the range of the higher-scored sub-group of all eligible applicants for SJT, Writing Sample, and Experience Assessment; or
- You received a NOR with a final numerical rating and one year has passed since the date of the final NOR.

In any of the above situations, you will be bound by the result of retaking the examination. Please note that once you start retaking the examination, in order to receive a new final numerical rating and remain on the register, you must successfully complete all components of the examination. Your most recent rating will become your new rating of record, but this new rating can be higher than, the same as, or lower than the score you received previously, or it can be an ineligible rating.

NOTE: If you reapply for the examination while you have an appeal pending, the

reapplication will automatically terminate the appeal.

If you are a 10-point veterans' preference eligible, you have the right to reopen the ALJ Job Opportunity Announcement at any time after it closes pursuant to 5 CFR 332.311, in order to participate in a quarterly examination. You have this right even if you have received a final numerical rating and your name has been placed on the register. You will, however, be bound by the result of retaking the examination. In other words, once you start retaking the examination, in order to receive a new final numerical rating and remain on the register, you must successfully complete all components of the examination. Your most recent rating will become your new rating of record, but this new rating can be higher than, the same as, or lower than the score you received previously, or it can be an ineligible rating.

Receiving Employment Consideration:

If you receive a NOR with a final numerical rating, your name will be placed on the new ALJ register. The ALJ register is a list of candidates eligible for selection used to make referrals to agencies for employment consideration when they have entry level ALJ vacancies to fill. Names are referred in descending rank order, based on the duty location of the position(s) to be filled and the geographical preference of candidates. It is the responsibility of the hiring agency to make selections from the list of candidates referred for employment consideration from among the highest three available names, taking into consideration veterans' preference and other civil service rules.

By submitting an ALJ application, you are expressing your interest and availability for ALJ employment.

- **Declination of Job Offers:** If you decline two (2) job offers you will be suspended from the ALJ register for a period of one (1) year or until the register is terminated, whichever comes first. If after one (1) year you wish to have your name returned to the ALJ register, you must submit your request in writing to the ALJ email address at: aljapplication@opm.gov. Your request to end your suspension and have your name returned to the register will be accepted as long as the register on which you were placed has not been terminated, and you continue to satisfy the licensure requirement.
- **Non-Availability or Declination of Employment Consideration:** As stated in the Geographic Availability section (see below), *"If after selecting your geographical location(s) you decline consideration for a geographical location(s) for which you indicated availability, you will be removed from further consideration for that location(s). You will not be able to reinstate a location from which you have been removed until the next ALJ Job Opportunity Announcement open period."* If you decline to be considered for any location(s) for which an agency is, at that time, seeking to consider you, you will be removed from further consideration for the location(s). Again, you will not be able to reinstate the location(s) until the next ALJ Job Opportunity Announcement filing period.

If you become unavailable for consideration for a period of time, you should request to have your name suspended due to unavailability from the register. Such requests for suspension, as well as requests to have your name restored to the register, must be submitted to aljapplication@opm.gov. Requests to end the suspension due to unavailability and have your name restored to the register will be accepted as long as the register on which you were placed has not been terminated, and you continue to satisfy the licensure requirement. The ALJ register is scheduled to expire in October 2015, although OPM may extend that date. Prior to the expiration date, applicants on the register will be notified regarding their status and any action impacting their eligibility.

If your name is referred for consideration from the register, and you fail to respond to an inquiry from the prospective employing agency, you will be considered unavailable for appointment, and your name will be suspended due to unavailability from the ALJ register until you request to have your name restored to the register as described in the preceding paragraph.

Note: It is important to notify OPM about your availability and changes to your

contact information during the examination process and while you are on the register. OPM is not responsible for an applicant's non-receipt of official notifications due to outdated or inaccurate contact information concerning the applicant (i.e., email address), spam blockers or other email filters.

BENEFITS:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at:
https://help.usajobs.gov/index.php/Pay_and_Benefits.

OTHER INFORMATION:

HOW TO APPLY:

To apply for the position of ALJ, you **must** submit the minimum complete application package through the online processing system (Application Manager). A minimum complete package includes the following:

1. Your responses to the Assessment Questionnaire, and
2. Your résumé as specified in the Required Documents section of this ALJ Job Opportunity Announcement.
3. Veterans' Preference documentation (if you are claiming Veterans' Preference).

In addition to these requirements, you may submit a listing of significant cases as described below. This is an **optional** document which can be uploaded in the "Other" document type.

LISTING OF SIGNIFICANT LITIGATION AND/OR ADMINISTRATIVE LAW CASES (OPTIONAL): The case listing is optional. You may provide this information in support of your application by identifying specific examples of qualifying experience. You may use the case listing format provided below to cite and discuss **up to six (6) of the most significant** litigation and/or formal administrative law cases you have prepared, participated in, and/or reviewed.

The case listing document should be uploaded as a separate document in the "Other" document type of your application. The cases will not be scored as part of the ALJ examination but may be used by hiring agencies in their selection process. The cases will be provided to hiring agencies with your résumé if your name is on the new ALJ register and is referred on a hiring certificate.

The case listing format is as follows:

1. Title of case
2. Party represented
3. Regulatory body or court hearing the case
4. Brief statement of issue(s) involved
5. Your precise role or capacity
6. Final disposition of case
7. Dates between which your participation took place
8. Presiding officer/judge with contact information (i.e., name, title/position, email address (if possible), and phone number)
9. Opposing counsel (or counsel appearing in case if applicant served in a hearing officer/judicial position) with contact information (i.e., name, title/position, email address (if possible), and phone number)

Reasonable Accommodation for online ALJ Application: OPM provides reasonable accommodation to applicants with disabilities, where appropriate. Determinations on requests for accommodation(s) for the submission of the online application will be made on a case-by-case basis and must be requested before the close of the ALJ Job Opportunity Announcement. If you wish to request an accommodation(s) for the submission of the online application based on your

disability, you must contact OPM for assistance by sending an email message to aljapplication@opm.gov.

Please note the following:

- Changes to assessment items in the Assessment Questionnaire or to your résumé or your list of significant cases will not be accepted after the ALJ Job Opportunity Announcement closes, although changes to non-assessment items (such as contact information) can be made by sending an email with the updated information to aljapplication@opm.gov.
- An application is considered complete when the Assessment Questionnaire and résumé (described in the "How to Apply" section) are submitted **and** the online SJT, Writing Sample, and Experience Assessment (described in the "Competitive Examination" section) have been completed within the designated timeframe.
- Failure to submit a complete application package, including failure to complete the SJT, Writing Sample, and Experience Assessment within the set timeframe, will cause your application to be rated "ineligible" and you will not be able to participate in the remaining components of the ALJ examination.

The following restrictions apply to files uploaded as part of this application process:

- o File format must be in JPG, PDF, TXT, RTF, DOC, DOCX or WPD;
- o File size must not exceed three (3) megabytes; and
- o File(s) must not include macros or scripts of any kind.

Note: Faxed applications and/or résumés will not be accepted.

To begin the process,

1. Click the **Apply Online** button to create an account or sign in to your existing USAJOBS account.
2. Follow the prompts to create or select your USAJOBS résumé and be routed to the *Application Manager* system.
3. Complete the online Assessment Questionnaire.
4. For your answers to be processed, you must click the **Submit My Answers** button.

Important Technical Note: Please note that you must complete/submit your application in Application Manager before the ALJ Job Opportunity Announcement closes at 11:59 pm ET on Friday, March 15, 2013. After the Announcement is closed, you will not be able to complete/submit your application.

Also note that Application Manager has a **timeout** feature for security purposes that will log a user out of the system after a certain period of inactivity. To preserve your work in Application Manager, it is very important that you use the **SAVE** button approximately every 10 minutes. The system also saves your work every time you click the **NEXT** button. If you do not save your work and the system times you out, you will lose any information entered since your last use of **SAVE/NEXT** and you will have to log back in to Application Manager. You will see a pop up warning message asking if you need more time before the timeout occurs.

Technical Problems

If you have technical problems concerning this application process, please send an email to aljapplication@opm.gov. Such inquiries must include your name as it appears on your online application/assessment questionnaire in order to properly identify your record and address your issue. Your submission of an inquiry does not automatically change the response deadline for any part of the ALJ application process. Substantive questions concerning an individual application will not be answered as to do so would give an unfair advantage in the examination process.

Online Application and Assessment Questionnaire

Social Security Number

Enter your Social Security Number. Providing your Social Security Number is voluntary. We cannot process your application without it, however. The authority for soliciting and verifying your Social Security Number is Executive Order 9397.

Vacancy Identification Number

ALJ2013-847661

Title of Job

Administrative Law Judge

Biographic Data**E-Mail Address****Spanish Fluency**

Can you speak and write Spanish at a level equivalent to native proficiency and are you able to communicate effectively, both orally and in writing, in Spanish and English in order to translate documents, converse and ask questions with counsel, provide explanations, understand testimony by claimants and conduct hearings in Spanish?

Sole Survivorship Veterans' Preference

Pursuant to 5 U.S.C. § 2108(3)(H), certain veterans discharged or released from a period of active duty from the armed forces by reason of sole survivorship are considered preference eligibles. Under sole survivorship preference, the veteran does not receive veterans' preference points, but is entitled to be listed ahead of non-preference eligibles with the same score; is entitled to receive the same pass-over rights as other preference eligibles during selection; and is entitled to credit experience in the armed forces to meet qualifications requirements. The service member must be released or discharged from the armed forces under honorable conditions, following a qualifying period of service, after August 29, 2008, at the request of the member who is the only surviving child in a family in which the father or mother or one or more siblings (1) served in the armed forces; (2) was killed, died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization); and (3) death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence.

Applicants seeking sole survivorship preference must respond "Yes" to the following question.

Do you claim veterans' preference based on having been released or discharged from a period of active duty from the armed forces, after August 29, 2008, by reason of sole survivorship?

Citizenship

Are you a citizen of the United States?

Lowest Level

The level for this position is: AL-3.

Reasonable Accommodation for SJT/Writing Sample/Experience Assessment

OPM provides reasonable accommodation for the SJT, Writing Sample, and/or Experience Assessment parts of the examination to applicants with disabilities, where appropriate, for the purpose of providing equivalent access to the examination process. Accommodations may include such modifications as changes in the

presentation format, response format, assessment setting, timing, or scheduling. Determinations on requests for accommodation(s) will be made on a case-by-case basis and must be approved prior to starting the SJT, Writing Sample, and/or Experience Assessment parts of the ALJ examination. If you need an accommodation (s) with the SJT, Writing Sample, and/or Experience Assessment, please respond "Yes" to the following question. You will be contacted to obtain additional information and to make special testing arrangements, if appropriate.

Do you require an accommodation(s) with the SJT, Writing Sample, and/or Experience Assessment?

Veteran Preference Claim

Applicants entitled to veterans' preference (other than sole survivorship preference) must submit the appropriate documentation of release or discharge, or expectation of imminent release or discharge, by the closing date of the ALJ Job Opportunity Announcement as described below.

Five (5) Point Veterans' Preference:

Applicants claiming 5-point veterans' preference, who are no longer in the military service, must submit a DD Form 214, Certificate of Release or Discharge from Active Duty, or other documentation that provides equivalent information on the length and type of service and the character of release or discharge.

Applicants who are still in the military service during this ALJ Job Opportunity Announcement's open period may be granted 5-point preference when a written statement/certification is submitted certifying the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after submission.

Supporting documentation for 5-point veterans' preference will not be accepted after the closing date of the announcement.

Applicants who claimed preference pursuant to a statement/certification that they expect to be discharged or released within 120 days must provide a DD Form 214, or other documentation that provides equivalent information on the length and type of service and the character of release or discharge, to the hiring agency at the time of appointment, to confirm discharge or release and entitlement to veterans' preference.

Ten (10) Point Veterans' Preference for Current and Former Service Members:

Applicants claiming 10-point veterans' preference on the basis of their own service, who are no longer in the military service, must submit a DD Form 214, Certificate of Release or Discharge from Active Duty, or one of the other forms of documentation of service and separation under honorable conditions that OPM has outlined in the SF-15, Application for 10-Point Veteran Preference, page 2, table A, available at <http://www.opm.gov/forms/>. This documentation is needed to establish character of service. They must also submit documentation of service-connected disability, as described at page 2, table B or C of the SF-15.

Applicants claiming 10-point veterans' preference on the basis of their own service, who are still in the military service during this ALJ Job Opportunity Announcement's open period may be granted preference when a written statement/certification is submitted certifying the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after submission. In order to obtain the full 10 points, such applicants must also submit documentation of service-connected disability, as described at page 2, table B or C of the SF-15, Application for 10-Point Veteran Preference, available at <http://www.opm.gov/forms/>.

If, during the open period, an applicant claiming 10-point veterans' preference on the basis of his or her own service does not submit documentation of service-connected disability but does submit documentation establishing discharge or release (or imminent discharge or release as described above) and character of service, he or she will be awarded 5-point preference, based on the documentation submitted, until

proof is submitted to support the service-connected disability. Appropriate documentation of service-connected disability may be submitted after the closing date, but must be submitted electronically to aljapplication@opm.gov. Faxed documents or those sent through the postal or other delivery service will not be accepted. Such applicants must provide a DD Form 214, or one of the other forms of documentation of service and separation under honorable conditions that OPM has identified, to the hiring agency at the time of appointment, to confirm separation and entitlement to veterans' preference.

Ten (10) Point Veterans' Preference for Spouses, Widows, Widowers, and Mothers of Veterans:

Applicants claiming 10-point veterans' preference on the basis of being the spouse, widow, widower, or mother of a service member must submit a completed SF-15, Application for 10-Point Veteran Preference, available at <http://www.opm.gov/forms/>, with the supporting documents specified by the form.

For more information on Veterans' Preference, please visit <http://www.fedshirevets.gov/>.

Please select the appropriate veterans' preference claim (unless you claimed veterans' preference based on a sole survivorship discharge).

NV: No Preference Claimed.

TP: 5 Points Preference Claimed.

XP: 10 Points Preference Claimed (award of a Purple Heart or compensable service-connected disability of less than 10% or, 10 Points Other (wife, widow, husband, widower, mother preference claimed)).

CP: 10 Points Compensable Disability Preference Claimed (disability rating of at least 10% and less than 30%).

CPS: 10 Points Compensable Disability Preference Claimed (disability rating of 30% or more).

Dates of Active Duty - Military Service

Occupational Specialties

001 Administrative Law Judge

Geographic Availability

Please carefully select the geographical locations where you would be willing to accept an appointment as an ALJ by an agency of the Federal Government. Once this ALJ Job Opportunity Announcement closes, you will not be able to change (i.e., add or remove) your selected geographical location(s) until the next ALJ Job Opportunity Announcement open period. OPM may announce additional periods during which candidates already on the register may make changes, at OPM's discretion.

If, after selecting your geographical location(s), you decline consideration for a geographical location for which you indicated availability, you will be removed from further consideration for that location. You will not be able to reinstate a location from which you have been removed until the next ALJ Job Opportunity Announcement open period.

Locations:

020130020 Anchorage, AK
010350073 Birmingham, AL
011200077 Florence, AL
012100097 Mobile, AL
012130101 Montgomery, AL
051370131 Fort Smith, AR
052320119 Little Rock, AR
040370013 Phoenix, AZ
040530019 Tucson, AZ
060010001 Alameda, CA

061370019 Fresno, CA
061713059 Irvine, CA
061970037 Long Beach, CA
061980037 Los Angeles, CA
062278065 Moreno Valley, CA
062458037 Norwalk, CA
062480001 Oakland, CA
062560059 Orange, CA
062700037 Pasadena, CA
063150067 Sacramento, CA
063210071 San Bernardino, CA
063260073 San Diego, CA
063290075 San Francisco, CA
063340085 San Jose, CA
063410041 San Rafael, CA
063430083 Santa Barbara, CA
063770077 Stockton, CA
080430041 Colorado Springs, CO
080600031 Denver, CO
090280003 Hartford, CT
090430009 New Haven, CT
110010001 Washington DC, DC
100130001 Dover, DE
121050011 Fort Lauderdale, FL
121070071 Fort Myers, FL
121510031 Jacksonville, FL
122010086 Miami, FL
122360095 Orlando, FL
122730103 Saint Petersburg, FL
122940073 Tallahassee, FL
122950057 Tampa, FL
130280121 Atlanta, GA
130280089 Atlanta, GA
130310245 Augusta, GA
131380217 Covington, GA
133390021 Macon, GA
134910051 Savannah, GA
152400003 Honolulu, HI
198980153 West Des Moines, IA
160160001 Boise, ID
171670031 Chicago, IL
172870031 Evanston, IL
176378043 Oak Brook, IL
176610031 Orland Park, IL
176850143 Peoria, IL
181480163 Evansville, IN
181580003 Fort Wayne, IN
182210097 Indianapolis, IN
184960127 Valparaiso, IN
205400177 Topeka, KS
205880173 Wichita, KS
211980067 Lexington, KY
212090111 Louisville, KY
212220013 Middlesboro, KY
212520145 Paducah, KY
220040079 Alexandria, LA
220510103 Covington, LA
221545051 Metairie, LA
221690071 New Orleans, LA
222130017 Shreveport, LA
250120025 Boston, MA
250570009 Lawrence, MA
250630017 Lowell, MA
251270013 Springfield, MA
240050510 Baltimore, MD
241360031 Rockville, MD

236400005 Portland, ME
261260163 Detroit, MI
261730049 Flint, MI
262010081 Grand Rapids, MI
262700065 Lansing, MI
262850163 Livonia, MI
263410073 Mount Pleasant, MI
263641125 Oak Park, MI
270675053 Bloomington, MN
274760053 Minneapolis, MN
291800019 Columbia, MO
291970189 Creve Coeur, MO
294120095 Kansas City, MO
297080510 Saint Louis, MO
297460077 Springfield, MO
281050035 Hattiesburg, MS
281220049 Jackson, MS
282610081 Tupelo, MS
300100111 Billings, MT
370870119 Charlotte, NC
371670051 Fayetteville, NC
371940081 Greensboro, NC
373750183 Raleigh, NC
381020017 Fargo, ND
313620055 Omaha, NE
330310011 Manchester, NH
340598007 Cherry Hill, NJ
341520017 Jersey City, NJ
342130013 Newark, NJ
342545007 Pennsauken, NJ
350030001 Albuquerque, NM
320120003 Las Vegas, NV
320170031 Reno, NV
360050001 Albany, NY
364170005 Bronx, NY
360706009 Brooklyn, NY
360750029 Buffalo, NY
362965059 Jericho, NY
364170061 New York, NY
364170081 Queens, NY
365230055 Rochester, NY
366010067 Syracuse, NY
366670119 White Plains, NY
390070153 Akron, OH
391610061 Cincinnati, OH
391680035 Cleveland, OH
391800049 Columbus, OH
392090113 Dayton, OH
398120095 Toledo, OH
402930121 McAlester, OK
403550109 Oklahoma City, OK
404780143 Tulsa, OK
410660039 Eugene, OR
411650051 Portland, OR
422545091 Elkins Park, PA
423500043 Harrisburg, PA
424010021 Johnstown, PA
426540101 Philadelphia, PA
426600003 Pittsburgh, PA
427488019 Seven Fields, PA
429340079 Wilkes Barre, PA
RQ0650000 Mayaguez, PR
RQ0760000 Ponce, PR
RQ0930000 San Juan, PR
440190007 Providence, RI
450410019 Charleston, SC

450520079 Columbia, SC
451040045 Greenville, SC
460010013 Aberdeen, SD
462250103 Rapid City, SD
462450099 Sioux Falls, SD
470400065 Chattanooga, TN
470850187 Franklin, TN
471280163 Kingsport, TN
471300093 Knoxville, TN
471620157 Memphis, TN
471760037 Nashville, TN
480260439 Arlington, TX
481730113 Dallas, TX
482450439 Fort Worth, TX
482570167 Galveston, TX
483030061 Harlingen, TX
483280201 Houston, TX
486090029 San Antonio, TX
491700035 Salt Lake City, UT
510040510 Alexandria, VA
510100013 Arlington, VA
510440540 Charlottesville, VA
510930610 Falls Church, VA
511720700 Newport News, VA
511760710 Norfolk, VA
512060760 Richmond, VA
512100770 Roanoke, VA
530100033 Auburn, WA
531960033 Seattle, WA
532110063 Spokane, WA
532230053 Tacoma, WA
552780025 Madison, WI
553100079 Milwaukee, WI
540480039 Charleston, WV
541270011 Huntington, WV
541840061 Morgantown, WV
560090025 Casper, WY

Assessment Questionnaire:

1. Do you have a full seven (7) years of experience as a licensed attorney preparing for, participating in, and/or reviewing formal hearings or trials involving litigation and/or administrative law at the Federal, State or local level?

NOTE: If you fail to respond or if you answer "No" to the questions in this section, or if you do not provide sufficient information to show that you will pass the preliminary qualifications screening, you will be rated as "ineligible." We will not request or accept any additional information and/or clarification beyond what you provide in the following text boxes.

- A. Yes
- B. No

If your answer is "Yes," in order to document that you meet this experience requirement, in the following two text boxes you must fully describe the amount of time spent performing these activities as well as your actual experience in litigation and/or administrative law work.

Your response will be evaluated to determine if you pass the preliminary qualifications screening, and the extent to which your responses to this questionnaire show that you possess the competencies, or knowledge, skills and abilities, associated with the ALJ position. When you are describing your experience, it is extremely important that you provide sufficient detail to show that you have completed, in the aggregate, a full seven years of qualifying experience. Therefore, you must quantify the time associated with any claimed experience in terms of the specific dates it was acquired,

including the month and year for the start and end dates, such as May 2006-December 2006. Also, if you provide an example of qualifying experience that overlaps with other non-qualifying experience, you must provide the percentage of time spent on each type of work.

In the text box below, describe your experience, if applicable, that relates to the "litigation experience" requirements as defined in the "Qualifications Requirements" section. Please pay special attention to the above instructions concerning specificity and detail.

In the text box below, describe your experience, if applicable, that relates to the "administrative law experience" requirements as defined in the "Qualifications Requirements" section. Please pay special attention to the above instructions concerning specificity and detail.

2. All ALJ applicants are required to certify that they are duly licensed to practice law as an attorney at the time of filing, under the laws of a State, the District of Columbia, the Commonwealth of Puerto Rico, or any territorial court established under the United States Constitution. Judicial status is acceptable in lieu of "active" status in States that prohibit sitting Judges from maintaining "active" status to practice law. Being in "good standing" is acceptable in lieu of "active" status in States where the licensing authority considers "good standing" as having a current license to practice law.

Do you meet these licensure requirements?

A. Yes – As described above, I hereby certify that I am duly licensed to practice law at the time of the filing of this application for employment as an ALJ, under the laws of a State, the District of Columbia, the Commonwealth of Puerto Rico, or any territorial court established under the United States Constitution.

B. Yes -- As described above, I hereby certify that I am in a judicial status at the time of the filing of this application for employment as an ALJ, and that my licensing jurisdiction prohibits me, as a sitting judge, from maintaining an "active" status to practice law.

C. No – As described above, I do not certify that I am duly licensed to practice law at the time of the filing of this application for employment as an ALJ or that I am a sitting judge who is required by my licensing jurisdiction to be in a judicial status.

If you answered "Yes" (item 2.A or 2.B), use the text box below to list: a) all jurisdictions in which you are currently licensed to practice law; b) the date(s) of admission to the Bar in each jurisdiction in which you are currently licensed to practice law; (c) the Bar license number in each jurisdiction in which you are currently licensed to practice law; and (d) if you maintain a bar status other than active, please explain your status, and specify the jurisdiction in which you have this status. If a State in which you are licensed to practice law does not issue a Bar license number, you must clearly state this fact in the text box below and still provide the remaining requested information.

An applicant could be deemed ineligible at any time if it is determined that he/she does not satisfy or ceases to satisfy the licensure requirement.

3. Reasonable Accommodation for WD/LBM Test/SI

OPM provides reasonable accommodation for the Written Demonstration (WD), Logic-Based Measurement Test (LBMT), and Structured Interview (SI) components of the examination to applicants with disabilities, where appropriate, for the purpose of providing equivalent access to the examination process. Accommodations may include such modifications as changes in the presentation format, response format, assessment setting, timing, or scheduling. Determinations on requests for accommodation(s) will be made on a case-by-case basis and must be approved prior to participating in the WD, LBMT and/or SI parts of the ALJ examination. If you need an accommodation(s) with the WD, LBMT and/or SI, please respond "Yes" to the following question. You will be contacted to obtain additional information and to make special testing arrangements, if appropriate.

Do you require an accommodation(s) with the WD, LBMT and/or SI?

4. Certification of Information Accuracy

I *certify* that, to the best of my knowledge and belief, all of the information included in this Assessment Questionnaire is true, correct, and provided in good faith. I *understand* that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination and appointment process, I may be fined or imprisoned (18 U.S.C. 1001); my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and/or debarred from the Federal service (5 CFR part 731); or I may be disciplined under applicable state law by the authorities responsible for regulating the conduct of attorneys and judges. I *understand* that any information I give may be investigated. I *understand* that I will be rated "ineligible" if I do not respond "Yes" to this certification item, or if I fail to respond at all to this certification item.

- A. Yes, I certify/understand the information provided above.
B. No, I do not certify/understand the information provided above.

REQUIRED DOCUMENTS:

- Résumé; and
- Veterans' Preference documentation (if you are claiming Veterans' Preference)

Optional Document:

- **OPTIONAL LISTING OF SIGNIFICANT LITIGATION AND/OR ADMINISTRATIVE LAW CASES**

AGENCY CONTACT INFO:

*Admin Law Judge Program Office
Phone: (000)000-0000
Email: ALJAPPLICATION@OPM.GOV*

*Agency Information:
Administrative Law Judge Exam
No Specific Address
None, DC
00000*

WHAT TO EXPECT NEXT:

Once you submit your Application Package, you will be sent an email acknowledging your submission. The acknowledgement email, however, does not establish eligibility to proceed to the remaining parts of the ALJ examination. Please refer to the **Basis for Rating** section of this ALJ Job Opportunity Announcement for specific information about the notification process regarding the evaluation of your questionnaire, and if applicable, the details about the remaining parts of the examination. The ALJ assessment and examination process is comprehensive and requires an extended period of time for the process to be completed for all the applicants who applied during the announcement open period. Final numerical ratings will not be issued until the assessment and examination process has been completed for all applicants who applied during the open period.

NOTE: ALJ inquiries must be sent to the ALJ mailbox at aljapplication@opm.gov. OPM staff will not respond to telephone inquiries or emails sent directly to them.

Additional Duty Location Info

Many vacancies in the following locations:
Santa Barbara, CA United States
Denver, CO United States
Hartford, CT United States
Miami, FL United States
Tampa, FL United States
Atlanta, GA United States
Atlanta, GA United States
Florence, AL United States
Irvine, CA United States
Saint Petersburg, FL United States
Boise, ID United States
Paducah, KY United States
Covington, LA United States
Morgantown, WV United States

San Juan, PR United States
Mobile, AL United States
Peoria, IL United States
Wichita, KS United States
Lexington, KY United States
Anchorage, AK United States
Phoenix, AZ United States
Charlottesville, VA United States
Arlington, VA United States
Little Rock, AR United States
Chicago, IL United States
Fort Myers, FL United States
Bronx, NY United States
Topeka, KS United States
Montgomery, AL United States
Colorado Springs, CO United States
Dover, DE United States
Washington DC, DC United States
Augusta, GA United States
Macon, GA United States
Jackson, MS United States
Columbia, MO United States
Creve Coeur, MO United States
Saint Louis, MO United States
Springfield, MO United States
Billings, MT United States
Falls Church, VA United States
Norfolk, VA United States
Richmond, VA United States
Roanoke, VA United States
Auburn, WA United States
Spokane, WA United States
Tacoma, WA United States
Madison, WI United States
Milwaukee, WI United States
Casper, WY United States
Mayaguez, PR United States
Ponce, PR United States
Rockville, MD United States
Orland Park, IL United States
Baltimore, MD United States
Boston, MA United States
Lawrence, MA United States
Lowell, MA United States
Springfield, MA United States
Detroit, MI United States
Flint, MI United States
Grand Rapids, MI United States
Livonia, MI United States
Mount Pleasant, MI United States
Oak Park, MI United States
Bloomington, MN United States
Minneapolis, MN United States
Hattiesburg, MS United States
Alexandria, LA United States
Metairie, LA United States
Covington, GA United States
Chattanooga, TN United States
Sioux Falls, SD United States
Franklin, TN United States
Kingsport, TN United States
Nashville, TN United States
Charleston, WV United States
Huntington, WV United States
West Des Moines, IA United States
Louisville, KY United States
Cincinnati, OH United States
Newark, NJ United States
Fort Lauderdale, FL United States
Fort Smith, AR United States
Jacksonville, FL United States
Orlando, FL United States
Savannah, GA United States
White Plains, NY United States
Greensboro, NC United States
Raleigh, NC United States
Tallahassee, FL United States
Cleveland, OH United States
Fort Wayne, IN United States
Brooklyn, NY United States
Buffalo, NY United States
Syracuse, NY United States
Columbus, OH United States
Portland, OR United States
Philadelphia, PA United States
Wilkes Barre, PA United States
Providence, RI United States
Columbia, SC United States
Aberdeen, SD United States
Rapid City, SD United States
Long Beach, CA United States
Norwalk, CA United States
Oakland, CA United States
Sacramento, CA United States
Omaha, NE United States
Albuquerque, NM United States
Albany, NY United States
New York, NY United States
Queens, NY United States
Rochester, NY United States
Charlotte, NC United States
Fayetteville, NC United States
Fargo, ND United States
Akron, OH United States
Dayton, OH United States
Toledo, OH United States
McAlester, OK United States
Oklahoma City, OK United States

Tulsa, OK United States
Eugene, OR United States
Elkins Park, PA United States
Harrisburg, PA United States
Johnstown, PA United States
Pittsburgh, PA United States
Seven Fields, PA United States
Charleston, SC United States
Greenville, SC United States
Knoxville, TN United States
Memphis, TN United States
Arlington, TX United States
Dallas, TX United States
Fort Worth, TX United States
Galveston, TX United States
Harlingen, TX United States
Houston, TX United States
San Antonio, TX United States
Salt Lake City, UT United States
Alexandria, VA United States
Alameda, CA United States
Fresno, CA United States
Los Angeles, CA United States
San Bernardino, CA United States
Jericho, NY United States
Evanston, IL United States
Oak Brook, IL United States
Birmingham, AL United States
Tucson, AZ United States
Newport News, VA United States
Seattle, WA United States
Evansville, IN United States
Indianapolis, IN United States
Kansas City, MO United States
Tupelo, MS United States
Las Vegas, NV United States
Manchester, NH United States
Cherry Hill, NJ United States
Jersey City, NJ United States
Orange, CA United States
San Diego, CA United States
San Francisco, CA United States
San Jose, CA United States
Stockton, CA United States
Reno, NV United States
Pasadena, CA United States
Moreno Valley, CA United States
San Rafael, CA United States
Pennsauken, NJ United States
Valparaiso, IN United States
Middlesboro, KY United States
New Haven, CT United States
Honolulu, HI United States
Shreveport, LA United States
New Orleans, LA United States
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Portland, ME United States

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