



# Office Automation Assistant

DEPARTMENT OF JUSTICE

Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys

United States Attorney's Office, Northern District of Texas

## Summary

For more information on the Department of Justice and the United States Attorneys' Offices, visit <http://www.justice.gov/usao/>.

As needed, additional positions may be filled using this announcement.

**PLEASE NOTE: This announcement will automatically close upon receipt of the first 50 applications or by 11:59 PM (ET) on Tuesday August 4, 2026, whichever comes first.**

[Learn more about this agency](#)

## Overview

Accepting applications

🕒 Open 07/22/2026 to 08/04/2026

This job will close when we have received **50 applications** which may be sooner than the closing date. [Learn more](#)

## Location

1 vacancy in the following location:

📍 Dallas, TX

## Work site options

Telework eligible

No

Remote job

No

**Relocation expenses reimbursed**

No

**Salary**

\$44,285 - \$64,175 per year

**Pay scale & grade**

GS 5 -6

**Promotion potential**

6

? [Learn more about pay scale and grade](#)

Pay scale and grade determines the salary of the job.

**Work schedule**

Full-time

**Travel Required**

Occasional travel - You may be expected to travel for this position.

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**Appointment type**

Permanent

**Occupations and job series**

- [0326 Office Automation Clerical And Assistance](#)

**Supervisory status**

No

**Federal service type**

This job is in the Competitive Service

**Represented by a union**

No

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**Drug test**

Yes

**Security clearance**

Other

**Position sensitivity and risk**

[High Risk \(HR\)](#)

? Jobs require a [background check](#) and some require a [security clearance](#). The type depends on the job.

**Background check type**

- [Suitability/Fitness](#)

**Financial disclosure required**

No

? Some jobs require [financial disclosure](#) to identify conflicts of interests.

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**Announcement number**

26-NDTX-13016488-MS

**Control number**

877630600

## This job is open to

**[Federal employees - Competitive service](#)**

Current federal employees whose agencies follow the U.S. Office of Personnel Management's hiring rules and pay scales.

**[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees whose job, agency or department was eliminated and are eligible for priority over other applicants.

**[Land and base management](#)**

Current or former employees of a base management agency.

**[Veterans](#)**

Veterans of the U.S. Armed Forces or a spouse, widow, widower or parent of a veteran, who may be eligible for derived preference

**[Military spouses](#)**

Military spouses of active duty service members or whose spouse is 100 percent disabled or died on active duty.

**[Individuals with disabilities](#)**

Individuals who are eligible under Schedule A.

**[Family of overseas employees](#)**

Family members of a federal employee or uniformed service member who is or was, working overseas.

**[Peace Corps & AmeriCorps Vista](#)**

Individuals who have served at least 2 years with the Peace Corps or 1 year with AmeriCorps VISTA.

## Special authorities

Individuals eligible under a special authority not listed in another hiring path.

### Clarification from the agency

Well-qualified surplus/displaced Federal employees (CTAP/ICTAP) in the local area and current/former Federal employees in permanent competitive service positions (status candidates) and those eligible for non-competitive appointment under special hiring authority, e.g., Individuals with Disabilities, Military Spouses, former Overseas employees, VISTA/Peace Corps, and certain veterans, e.g., VRA, 30% Disabled. see link in "How to Apply"

## Duties

If selected for this position, you will join a well-respected team that in the United States Attorney's Office, Northern District of Texas. Typical work assignments will include:

- Greeting visitors and screening telephone calls
- Processing incoming and outgoing mail-Scheduling conference rooms
- Preparing a variety of written documents using various office automation software (Microsoft Word, Excel, Power Point)
- Providing office clerical and administrative support to one or more staff members.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

## Requirements

### Conditions of employment

- You must be a United States Citizen or National.
- You will be required to complete a pre-employment security investigation and background check which includes a drug screening.
- You may be required to complete a probationary or trial period. See "Additional Information" for specific details.
- Selective Service registration is required for males born on, or after, December 31st 1959. Those not registered should have an approved exemption on file.
- You must meet all eligibility requirements by the closing date of this announcement and continue to meet these requirements throughout the hiring process. Offers can be rescinded if requirements are not met.
- A USA Hire assessment is required. An email will be sent with additional information after you submit your application. You will have 48 hours from the closing date of this announcement to complete the assessment.
- Time-in-Grade: Federal employees must meet time-in-grade requirements by the closing date of this announcement

## Qualifications

To qualify for the position of Office Automation Assistant, at GS-0326-5/6, you must meet the basic qualification requirements listed below.

To be qualified, **you must type at least 40 words per minute** based on a 5 minute sample with three or fewer errors. (A typing test may later be required.)

**GS-5:** To be eligible at the GS-5 level, you must have at least ONE year of specialized experience equivalent to the GS-4 level in the Federal service; OR four years of education above the high school level; OR a combination of both specialized experience and education as explained below.

**Specialized experience is defined as:** greeting visitors, screening telephone calls, performing incoming and outgoing mail duties, preparing a variety of written documents, and maintaining work schedules.

**Education:** Four (4) years of education above the high school level.

**Combining Education and Experience:** Successfully completed post-high school education may be used to meet the total one year of specialized experience requirement equivalent to the GS-4 grade level. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

**GS-6:** To be eligible at the GS-6 level, you must have at least ONE year of specialized experience equivalent to the GS-5 level in the Federal service.

**Specialized experience is defined as:** experience utilizing software applications to prepare documents, spreadsheets and emails. (e.g. Microsoft Word, PowerPoint, Excel, Outlook or Access); establishing and maintaining administrative files and correspondence; operating multi-functional copier, printer, fax and multi-line telephone system; greeting visitors, screening telephone calls, and performing incoming and outgoing mail duties.

**\* Bilingual-English/Spanish preferred**

**Interagency Career Transition Assistance Plan (ICTAP)**— The ICTAP provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if: 1) this vacancy is within your ICTAP eligibility; 2) you apply under the instructions in the announcement; and 3) you are found well-qualified for this vacancy. To be well-qualified, you must satisfy all qualification requirements for the vacant position and receive a score of 85 or better on established ranking criteria. You must provide proof of eligibility to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Additional information about ICTAP eligibility is at: <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

**Career Transition Assistance Plan (CTAP)**— The CTAP provides eligible surplus and displaced competitive service employees in the Department of Justice with selection priority over other candidates for competitive service vacancies. If your Department of Justice component has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility, 2) you apply under the

instructions in this announcement, and 3) you are found well-qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant position and receive a score of 85 or better on established ranking criteria. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information about CTAP eligibility is at <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

**Veterans Employment Opportunity Act (VEOA)** -VEOA allows eligible veterans to apply and compete for positions announced under merit promotion procedures when the hiring agency is recruiting from outside its own workforce. To be eligible for a VEOA appointment, a veteran must be honorably separated and either a preference eligible or have substantially completed three (3) or more years of continuous active military service. If you are applying for a Merit Promotion announcement and wish to be considered under VEOA, you must submit a copy of the Member Copy 4 of your DD-214, in addition to any other required documents listed on this announcement.

**Special Employment Consideration** -Persons with disabilities, veterans with a compensable service-connected disability of 30% or more, certain other veterans, spouses of certain members of the armed forces, and returning Peace Corps volunteers are examples of individuals who are potentially eligible for non-competitive appointments. For further information, click on the links provided below. You must specify in your online questionnaire under what authority you wish to be considered and submit appropriate documentation to verify your eligibility.

Noncompetitive Appointment Authorities Links:<https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/#url=Types-of-Appointments>

You **MUST** meet all qualification requirements, including time-in-grade, by the 08/04/2026 of this announcement.

Your resume must support your responses to the application questionnaire and the qualification requirements. Failure to do so may result in an ineligible rating. *See the Required Documents section for important notes about what must be included in your resume.*

After you submit this application, you will receive an e-mail informing you that a USA Hire assessment is required of you. You will have 48 hours from the closing date of this announcement 08/04/2026 to complete the assessment as this assessment is part of your application.

## Education

Education must be reviewed and certified by an accrediting institution recognized by the U.S. Department of Education, in order for it to be creditable towards your qualifications. Therefore, provide only the attendance and/or degrees from accredited institution. For a list of schools that meet this criteria, see <http://www.ed.gov>

**FOREIGN EDUCATION:** Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in a conventional U.S. education program. It is your responsibility to provide such evidence when applying. For special instructions pertaining to foreign education and a list of organizations that can evaluate foreign education, see [the Department of Education website](#). If you are qualifying on foreign education, you **MUST** submit proof of creditability of education as evaluated by a credentialing agency. Transcripts must be uploaded with your application to verify education. *All documentation must be in English or include an English translation.*

## Additional information

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Payment of relocation expenses will not be authorized

The Department of Justice offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System.

**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/>.

**Reasonable Accommodation Statement:** Federal Agencies must provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**EEO Statement:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

## 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. [Learn more about federal benefits.](#)

[Review our benefits](#)

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 you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to be considered for this position, you must complete all required steps in the process. In addition to the application and application questionnaire, this position requires an online assessment. The online assessment measures critical general competencies required to perform the job. You must meet all qualifications, including meeting or exceeding the cut score on the required assessments.

Your [USAHIRE](#) assessment results will be kept on record for one year and used toward future positions for which you might apply that require the same assessments.

Additionally, we will review your supporting documents and resume to determine if you are in the "Area of Consideration" for this vacancy. Government-Wide Merit Promotion vacancies may only accept applications from a limited audience, pay careful attention to the "Who May Apply" and the "Hiring Paths" information. Please follow all instructions carefully. Errors or omissions may affect your eligibility.

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. Your qualifications will be evaluated based on your application materials (e.g., resume, supporting documents), the responses you provide on the application questionnaire, and the result of the online assessments required for this position. You will be assessed on the following competencies (knowledge, skills, abilities, and other characteristics):

- Customer Service
- Flexibility
- Integrity/Honesty
- Interpersonal Skills
- Reading Comprehension
- Self-Management
- Teamwork

In order to be considered for this position, you must complete all required steps in the process. In addition to the application and application questionnaire, this position requires an online assessment. The online assessment measures critical general competencies required to perform the job.

#### **BASIS OF FINAL RATING:**

DOJ's Merit Promotion Procedures will be used to evaluate candidates.

Overstating your qualifications and/or experience in your application materials or application questionnaire may result in your removal from consideration. Cheating on the online assessment may also result in your removal from consideration.

*If you would like to preview the application questionnaire, please see:*

<https://apply.usastaffing.gov/ViewQuestionnaire/13016488>.

## **Required Documents**

To apply for this position, you must provide a complete Application Package, which includes:

**-Required:** Your responses to the Online Occupational Questionnaire (This is completed automatically during the apply online process).

**-Required:** Your resume showing relevant experience and dates (month/day/year) of employment and work schedule for each (e.g., part-time XX hours per week or full-time). *Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.* (cover letter optional)

**-Required if you meet qualifications based on education:** An unofficial college transcript (Note: If you are selected for this position, an official transcript will be required prior to your first day.) and foreign education evaluation documentation, if applicable, as described under the "Qualifications" section of this vacancy announcement.

**-Required if you are a current or former Federal employee:** a recent copy of an SF-50, Notification of Personnel Action, showing title, series, grade, and full performance level (FPL); AND a copy of your most recent performance appraisal. Please note your SF-50 must include your FPL in the remark section (e.g., appointment, reassignment, promotion actions), pay adjustments and awards do not include this information so they are not acceptable.

**-Required, if applicable:** CTAP/ICTAP documentation (**a copy of a separation notice or other proof of eligibility** for priority selection; a copy of an SF-50, Notification of Personnel Action, showing current position, grade, promotion potential, and duty location; AND a copy of your most recent performance appraisal.

**-Required, if applicable:** VEOA documentation (your DD-214, Member Copy 4).

**-If you are requesting a reasonable accommodation to the USA Hire Competency Based Assessments, you must submit documentation to support your request, including the Reasonable Accommodation Request Form found at: [https://help.usastaffing.gov/Apply/index.php?title=Reasonable Accommodations for USA Hire](https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire)**

## How to Apply

To apply for this position, you must complete the online application questionnaire and submit your supporting documentation. Your complete application package must be submitted by 11:59 PM (EST) on 08/04/2026 to receive consideration.

**PLEASE NOTE: This announcement will automatically close upon receipt of the first 50 applications or by 11:59 PM (ET) on Tuesday August 4, 2026, whichever comes first.**

The application process is as follows:

- To begin the application process, click the **Apply Online** button.
- Answer the questions presented in the application and attach all necessary supporting documentation.
- Click the Submit Application button prior to 11:59PM (ET) on 08/04/2026.
- After submitting an online application, you will be notified whether or not you are required to take additional online assessments through the USA Hire Competency Based Assessment system.

This message will be delivered to you via email notification. The email may be routed to your "Spam" or "Junk" folder.

- If you are asked to take the USA Hire Competency Based Assessments, you will be presented with a unique URL to access the USA Hire system. Access to USA Hire is granted through your USAJOBS login credentials. Be sure to review all instructions prior to beginning your USA Hire Assessments. [Click here for Computer System Requirements](https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements) ([https://help.usastaffing.gov/Apply/index.php?title=USA\\_Hire\\_System\\_Requirements](https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements))
- Note, set aside at least 3 hours to take these assessments; however, most applicants complete the assessments in less time. If you need to stop the assessments and continue at a later time, you can re-use the URL sent to you via email and also found on the **Additional Application Information** page that can be located in the application record in your USAJOBS account.

### **Need Help?**

If you need help with USAJOBS or the application process, please see the [USAJOBS Help](#) or [Application Manager Online Help](#) websites which includes information on managing your account, creating an application, uploading documents, etc.

### **Agency contact information**

 **Felisa Martin**

**Phone**

[214-659-8758](tel:214-659-8758)

**Email**

[Felisa.Martin2@usdoj.gov](mailto:Felisa.Martin2@usdoj.gov)

**Address**

Northern District of Texas  
1100 Commerce Street  
Third Floor  
Dallas, TX 75242  
US

### **Next steps**

Based on your application and your responses to the application questionnaire, you may be presented with instructions on how to access the USA Hire system to complete the online assessments. The online assessments must be completed within 48 hours following the close of this announcement. You will have the opportunity to request a testing accommodation for the assessment should you have a disability covered under the Americans with Disabilities Act (ADA).

You will receive e-mail notifications as your application status is updated. However, you can also see your application status any time by logging in to your USAJOBS account and looking on the "Applications" page. Click the position title to expand the display for each application in the list. [Click here to learn more about checking your application status, or see what each application status means.](#)

We strive to extend a final offer of employment within 90 days from the close of this announcement. Additional selections may be made from this announcement within 90 days.

## Fair and transparent

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

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)



USAJOBS is a [United States Office of Personnel Management](#) website.