

HOT JOB OF THE WEEK



International Affairs Specialist

United States Department of Justice – Criminal Division

The Criminal Division is responsible for a wide variety of challenging work that touches on every area of criminal law. As the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from fraud to computer crimes, and more.

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In your position as an International Affairs Specialist you will:

- Analyze documents received from foreign governments in criminal matters, prepare written summaries of investigative reports, allegations and facts for attorneys.
- Prepare initial drafts of proposed diplomatic correspondence relating to international criminal matters for transmittal to the State Department and U.S. Embassy personnel on international issues.
- Handle inquiries from client agencies, including U.S. and foreign law enforcement officials on legal issues and related matters requiring Department action, consent, advice and opinion.

Requirements:

- You must be a United States Citizen.

Salary: \$39,300 – 75,600 per year

Location: Washington, DC

Application Deadline: April 28, 2009

Contact Information: Department of Justice
(202) 514-8998
Criminal.crmjobs@usdoj.gov

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