

**DoD SkillBridge Internship
Army Career Skills Program (CSP) Opportunity
Paralegal Specialist (GS-9 & GS-11)
IN-PERSON/TELEWORK**

U.S. Customs and Border Protection (CBP)

Multiple Locations (see below)

Salary IF hired: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/general-schedule/>

IMPORTANT NOTE: This opportunity is OUTSIDE of USAJOBS and **ONLY** open to SkillBridge eligible candidates who are **AT LEAST 11 months AWAY** from separation from the military and qualified for the below opportunity. Applicants must also be eligible for either the [VRA, 30% or More Disabled, and/or Schedule A hiring authority](#) in order to be considered for non-competitive hire OUTSIDE of USAJOBS as a result of their participation in this SkillBridge opportunity.

LOCATIONS

McAllen, TX
Laredo, TX
Del Rio, TX
El Paso, TX;
Tucson, AZ
Long Beach, CA
San Francisco, CA
Seattle, WA
Baltimore, MD
Washington, DC
Houston, TX
Atlanta, GA
Boston, MA

MAJOR DUTIES AND RESPONSIBILITIES

In this Paralegal Specialist position, you will become a key member of the legal team for the Office of The Chief Counsel. Typical work assignments include:

Conducting eDiscovery document reviews and redactions utilizing RelOne, Relativity or other document production software;

Organizing, summarizing, and analyzing documents obtained during discovery phase of agency litigation;

Receiving, investigating, examining and evaluating subpoenas, *Giglio* requests and other requests for Agency and personnel information from federal and state law enforcement agencies for possible disclosure in judicial proceedings;

Providing information and making recommendations in justifying the Agency's legal position in regard to legal challenges to Agency actions; and

Providing litigation support to Agency attorneys for administrative hearings and court proceedings.

How to Apply:

Email Jeffrey.R.Jack@cbp.dhs.gov with **SUBJ: CBP – SkillBridge – Paralegal Specialist - OCC – IN-PERSON/TELEWORK - Location Desired from attached list.**