

DoD SkillBridge Internship
Army Career Skills Program (CSP)
Paralegal Specialist (GS-07)
U.S. Customs and Border Protection (CBP)
New York Field Office, Port of New York; AND
Newark or Port of JFK International Airport
Location: Newark, NJ and/or Jamaica, NY

IMPORTANT NOTE: This opportunity is only open to SkillBridge participants on active-duty who are **AT LEAST 11 MONTHS AWAY** from separation.

LOCATION

1100 Raymond Boulevard, Newark, NJ 07102; AND
John F. Kennedy International Airport, Bldg #77, Jamaica, NY 11430.

MAJOR DUTIES AND RESPONSIBILITIES

Reviews and adjudicates seizures, penalties, prior disclosures, immigration carrier fines, and claims for liquidated damages within the FPF Officer's authority through to resolution. Serves as the lead coordinator for enforcement actions generated by CBP field personnel, to include CBP Officers, CBP Agricultural Specialists, the Centers of Excellence and Expertise (Centers), and Drawback Specialists, as well as Immigration and Customs Enforcement (ICE), and Homeland Security Investigations (ICE/HSI). Applies statutes and regulations for other government agencies. Assures that all due process considerations are met, the elements necessary to establish the legal sufficiency of the violation are present, and supporting documentation is provided. Reviews and evaluates investigative reports and case files.

Requests additional information from appropriate officers and special agents within DHS. Evaluates all evidence, facts, and circumstances relating to cases and makes determinations and recommendations as appropriate within the requirements of the mitigation guidelines, policies, laws and regulations, and violators' participation in partnership programs. Evaluates the facts of the case in consultation with the Seized Asset Management Enforcement Procedures Handbook (SAMEPH), mitigating and aggravating factors, and other policy directives, in order to reach legally sufficient decisions and recommendations to mitigate, cancel, or deny cases within the FPF Officer's delegated authority.

Actively monitors the applicable statute of limitations for all assigned cases and solicits waivers when necessary in order to ensure CBP retains enforcement authority. Participates in hearings in a professional and impartial manner, analyzes complex issues, applies agency laws and regulations, prepares clear and concise statements of facts, and exercises sound judgment in arriving at decisions. In cases where the violator claims benefit of prior disclosure, makes recommendations on final determination as to whether the disclosure is valid pursuant to the FPF Officer's delegation authority.

Engages with members of the trade and travel communities, and parties-in-interest

impacted by enforcement actions, telephonically, by email, in person, and by correspondence, in order to provide information and guidance, and to resolve disputes or disagreements. Collaborates with a variety of internal components, such as the Office of Chief Counsel, Office of Regulations and Rulings, Headquarters program offices, National Finance Center, Regulatory Audit, as well as ICE/HSI and others.

Develops and provides guidance, training, and feedback to CBP and ICE/HSI field personnel in regards to seizures, penalties, fines and liquidated damages case processing, in order to increase effectiveness of enforcement actions. The incumbent has significant expertise in all aspects of FPF case processing and provides guidance to junior employees.

Shares expertise by providing useful feedback and intelligence to colleagues as well as higher-level officials in an effort to bolster future enforcement efforts, enhance operational effectiveness, efficiency, and productivity for substantive mission-oriented programs.

Composes written correspondence and briefings to both internal and external stakeholders. Tailors correspondence to the appropriate audience to formulate a clear and complete written response to the relevant issues after conducting a thorough analysis.

Communicates in a professional manner, recognizing the audience, the appropriate level of complexity, and the appropriate information to be conveyed. Interprets the Privacy Act and Trade Secrets Act in response to specific disclosure requests, and ensures that information restricted from public disclosure is released only in accordance with these requirements. May be required to process Freedom of Information Act (FOIA) requests.

How to Apply

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: **CBP – DoD SkillBridge and Army CSP - Paralegal Specialist – DESIRED LOCATION IDENTIFIED BY CANDIDATE (Jamaica, NY or Newark, NJ).**