



**JD-07-2020-42**

**Description**

Provides information and assistance to individuals experiencing delays or problems in the processing of their applications for family, humanitarian, and employment-based immigration benefits. Communicates with individual applicants, petitioners, and employers to determine the nature of the difficulties encountered. Conducts research to determine possible courses of action. Engages with USCIS in order to obtain information that will assist in moving applications/petitions toward final adjudication, or resolving practical problems connected with changes of address, non-delivery of USCIS-generated correspondence, etc. May be asked to assist with other case-related projects or to assist with case-related outreach and engagement activities.

**Component Name:** Office of the Citizenship and Immigration Services Ombudsman (CISOMB)

**Position Title:** Immigration Law Analyst

**Grade Level:** GS 13      Series 0301

**Duration:** Six months with the option to extend to a year

**Location:** Virtual

**Employee Responsibility:** *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

**Duration:** *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

**Type of Position:** ☒ Competitive Service  
*\*\* Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*

**Type of Detail:** ☒ Non-reimbursable (JDP does not pay expenses)

**Package Acceptance Period:**    **Start:** 9/28/20    **End:** Until Filled

**Clearance Required (y/n):** No

If yes, what level of security clearance? None

**\*\*\* Military or Contracted Personnel NOT eligible to apply**

**\*\*\* No temporary promotions will be granted**

**\*\*\* No Joint Duty Credit Awarded**

## Qualifications Required

- Extensive knowledge of the Immigration and Nationality Act (INA), Title 8 of the Code of Federal Regulations and related federal regulations, and knowledge of other publications relating to immigrant and non-immigrant benefits.
- Wide-ranging knowledge of U.S. Citizenship and Immigration Services' adjudication policies, procedures, mission, functions, organization, and programs.
- Experience filing or adjudicating immigration benefit applications/petitions.
- Ability to collect and analyze information, prepare reports, and recommend courses of action, as appropriate.
- Ability to communicate effectively orally and in writing.
- Familiarity with customer service procedures and experience engaging the public.

In addition:

- Have an "achieved expectations" or "proficient" rating on his/her most recent performance evaluation; and
- Not have an outstanding disciplinary action or grievance against them

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**How to Apply:** Submit the following documents to [jointdutyprogramoffice@hq.dhs.gov](mailto:jointdutyprogramoffice@hq.dhs.gov) , with “***Detail Opportunity*** – Immigration Law Analyst” in the subject line:

- Submit **Joint Duty Assignment Application- [DHS Form 250-02](#)**
- **Resume** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

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**Point of Contact:**      **Email:** [jointdutyprogramoffice@hq.dhs.gov](mailto:jointdutyprogramoffice@hq.dhs.gov)

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