



## Position announcement

The Embassy of Spain to the U.S. has 1 position open for staff assistant of the Justice Office.

The Justice Office, as part of the Spanish Central Authority at the Ministry of Justice, returns fugitives to the face of justice, helps Courts obtaining essential evidence for criminal investigations, works with the U.S. partners to facilitate cooperation at legal level in order to achieve justice, and in general seeks to strengthen relations between the Spanish and U.S. justice sectors.

This job is not limited to U.S. nationals or residents. If hired, you will be required to provide proof of your eligibility to work in the United States.

Start date of work is expected by the beginning of 2018.

Questions concerning this position can be answered by Mr. Alberto Rodriguez, at +1 202 567 2123, or [consejeria.washington@mjusticia.es](mailto:consejeria.washington@mjusticia.es)

Before applying, please read carefully the [full official announcement](#).

### Duties and accountabilities

- Typing, interpretation, translation, scheduling, managing documents, correspondence, greeting guests, answering phone calls and other administrative tasks.
- File processing.
- Use of IT office applications
- Support to meeting organization and management
- Other related tasks requested by the Justice Counselor

### Requirements

- Be at least 16 years old and not exceed the retirement age.
- Have a high school diploma or equivalent.
- Possess the capacity to thoroughly carry out all assigned tasks.
- Not have been separated by disciplinary file of the service of any of the Public Administrations or constitutional bodies or institutions of the autonomous communities, nor be in absolute disqualification for employment or judicial office accorded by a judicial resolution. In the case of being a national of another State, not being legally dismissed or disqualified from holding any public position.
- If hired, you will be required to provide proof of your eligibility to work in the United States.

### Appointment type

- Permanent

### Work Schedule

- Full time



## Salary

- Maximum \$41.310 per year

## Application Deadline and time zone

- Deadline to apply is October, 3
- All deadlines within the selection process are always midnight on the final day for the application according to EST (Eastern Standard Time). All applications submitted online will be considered according to our server timestamp, converted to EST if this is the case. Please try to stay always ahead of deadlines!

## How to Apply

Applicants must submit the approved [form](#) and the requested documents according to base 3 of the call

## Selection criteria

Applicants will be selected based on a combination of proven competencies through a competitive evaluation and experience (see Annex II of the official announcement)  
Admitted candidates will be contacted with information regarding the date and location of the competitive evaluation.

## Fair and transparent

We are a public administration. Our selection criteria are based on constitutional and legal principles of equal opportunity, merit and capacity.