



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2009-08

Opening Date: July 6, 2009

Closing Date: July 13, 2009

Area of Consideration: Status Candidates within OSHRC Only

**Position Title, Series,
And Grade Level:** Paralegal Specialist
GS-0950-9

Promotion Potential: GS-11

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$50,408 to \$65,531 per annum

Duty Station: One Lafayette Centre
1120 20th Street, NW
Washington, D.C. 20036-3457

MAJOR DUTIES:

This position is located in the Office of the General Counsel (OGC) and reports to the General Counsel. The incumbent assists the General Counsel and attorneys and provides a wide variety of significant support duties in connection with the functions of the Office.

Duties and responsibilities include the following:

1. Preparing and assisting with the preparation of legal documents such as memoranda, decisions, and related materials as required. Ensures conformity with standards for legal documents, including formatting and proper use of citations.
2. Performing legal research, as needed, related to federal court decisions, federal legislation, Code of Federal Regulations, decisions of administrative agencies (including the Review Commission) and related research. Portions of the research will require using WESTLAW;

3. Maintaining current information on the procedural status of all OSHRC cases and litigation. Maintaining current information in the OGC Database used to track decision memoranda and other legal opinions;
4. Utilizing the Review Commission computerized Case Tracking System and other methods to obtain necessary case handling data;
5. Establishing and maintaining all of the OGC work files, alpha files and legal files as well as performing any other filing/retrieval requirements including preparation of OGC files for storage at NARA;
6. Assisting the Law Librarian with maintaining OSHRC's legal research materials for use by OGC and other OSHRC personnel;
7. Preparing and maintaining OGC's special reports calendar; notifying the General Counsel and staff attorneys of necessary action in advance of report deadlines. Special reports include Financial Disclosure reports, Freedom of Information Act (FOIA) annual report, numerous annual and other reports to the Office of Government Ethics and additional reports within the OGC's area(s) of responsibility.
8. Handling initial incoming telephone contacts to OGC screening incoming calls to determine the nature of the call(s), routing calls to the General Counsel, other staff members or personally handling call;
9. Providing general and specialized administrative support to OGC and OSHRC, when required. Makes all travel arrangements, reservations and related actions for official travel. Prepares travel vouchers associated with official travel; and
10. Serving as one of the agency's FOIA Disclosure Officers, which requires preparation of FOIA related legal documents such as internal memoranda, court exhibits and related materials, and regular phone contact with requesters. Maintaining and updating materials pursuant to current case law and FOIA policy, maintaining FOIA logs, and preparing a file of relevance for each matter. Reviews changes in FOIA regulations and works with the Chief FOIA Officer and/or FOIA Public Liaison to make any necessary changes to office procedures.

QUALIFICATIONS

To qualify at the GS-9 grade level you must have at least one year of specialized experience (equivalent to at least the GS-7 grade level). Specialized experience is defined as experience supporting an office with legal duties that must include the following: (1) performing legal research; (2) preparing and assisting with the preparation of legal documents; (3) preparing memoranda and routine correspondence; and (4) providing administrative support;

OR

Possession of a Master's, LLB, JD or equivalent degree or 2 full years of progressively higher-level graduate education leading to a degree in law or a

closely related field of study. This education must demonstrate you have the knowledge, skills, and abilities necessary to do the work of this position. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement;

OR

An equivalent combination of specialized experience and qualifying graduate-level education beyond the first 18 semester hours to equal at least 100 percent of the requirements.

Training or completion of a paralegal certification program is preferred.

In addition to the qualification requirements listed above, applicants must address (on a separate sheet of paper) the following knowledge, skills, and abilities (KSAs) in order to be considered for this position:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Applicants who meet the basic qualifications will be evaluated further based on a determination of the extent to which their experience, education, training, awards, and performance indicates they possess the knowledge, skills, and abilities described in the following quality ranking factors. Each written KSA response will be evaluated separately. Failure to address each KSA separately will result in the applicant receiving no further consideration.

1. Ability to communicate effectively, both orally and in writing.
2. Ability to perform legal research.
3. Knowledge of the processes, procedures, and practices that support legal activities.
4. Knowledge of administrative office functions including: timekeeping, travel processing, etc.
5. Knowledge of the FOIA and FOIA case processing procedures.

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills abilities and other characteristics for this position.

How to Apply: You may send your application by mail, deliver it by hand, or e-mail it to oshrcvacany@oshrc.gov. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to: Linda Beard, Human Resources Specialist
U. S. Occupational Safety and Health Review Commission
1120 20th Street, NW, 9th Floor
Washington, DC 20036-3457
Telephone Number: (202) 606-5393

To receive consideration, you must submit all of the following:

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: Electronic versions of the OF-612 are available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. If you decide to submit a resume, rather than the OF-612, you must include the following information:
- Vacancy announcement number, and title and grade of the position for which the application is being made.
- Personal information: full name, mailing address with zip code, day and evening phone numbers, social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: High school name, city and state; colleges or universities attended, city and state, majors and type and years of any degrees (if degree not attained, total credit earned in semester or quarter hours, as applicable).
- Work experience: Job title, duties, accomplishments, employer name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and whether or not your current supervisor may be contacted. [Please prepare a separate entry for each position held.]
- Other qualifications: job-related training courses (title and year), job-related skills, job-related certificates and licenses, job-related honors, awards, and special accomplishments.
- A supplemental statement describing experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.
- A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.

All application materials **must be received** by the closing date of this announcement. Failure to provide complete information will result in the applicant not receiving consideration for this position. Please do not submit additional, unsolicited materials or original documents that you may need in the future. Applications will become part of the staffing case file and will not be returned.

General Information:

- Relocation expenses will not be paid.
- All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.
- A preliminary security background check is required for this position.

- United States Citizenship is required.
- Applications will not be accepted in postage paid Government envelopes.

If you are a male born after December 31, 1959, you must be registered under the Military Selective Service Act. If you are not registered, you are not eligible for appointment.

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN – CTAP): If you are an eligible Career Transition Assistance Program (CTAP) applicant, you may apply for special selection rights over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP eligible's must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Department of Defense or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Reasonable Accommodation:

The Review Commission provides reasonable accommodation to applicants with disabilities when appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity:

The U. S. Occupational Safety and Health Review Commission is an Equal Opportunity Employer. Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, age, sexual orientation, disability, and in retaliation for prior involvement in Equal Employment Opportunity protected activity.