



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2009-09

Opening Date: July 27, 2009

Closing Date: August 11, 2009

Area of Consideration: All Sources - Nationwide

Position Title, Series,
And Grade Level: Legal Assistant
GS-0986-09

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$50,408 to \$65,531 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – Suite 900
Washington, D.C. 20036-3457

Major Duties:

This position serves as a Legal Assistant for the Office of the Chief Administrative Law Judge. The incumbent reports directly to the Chief Judge. The incumbent performs a range of administrative and legal assistant duties for the Administrative Law Judges (ALJs) and attorneys.

Duties and responsibilities include the following:

- 1) Assisting with the preparation of legal documents such as memoranda, decisions, affidavits, declarations, court exhibits and related materials as required. Ensuring that all legal documents produced conform to proper legal and format requirements. Preparing case files, closing out settlement case files and exhibits concerning assigned legal matters;
- 2) Drafting routine orders and typing and finalizing decisions and other legal documents that comply with procedural, grammatical, and stylistic requirements. Serving as a liaison for the ALJs with the parties and the public. Tracking time sensitive events by use of a calendar and the case management system for scheduled hearings, conference calls, and meetings;

- 3) Receiving and distributing incoming correspondence. Establishing controls for all time sensitive correspondence. Referring other items with the appropriate case file to the ALJ and following on all items requiring action;
- 4) Independently preparing correspondence for the ALJ's signature on routine matters arising from case files. Docketing and labeling exhibits received in evidence;
- 5) At the instruction of the ALJ, canceling hearings and following up to ensure timely submission of settlement documents once attorneys advise that a case has settled;
- 6) Securing and arranging for court space and court reporting services for the ALJs. Composing, typing, and signing letters confirming court space arrangements. Maintaining contact with parties involved in cases in order to apprise the ALJ of the current status as hearing dates approach;
- 7) Receiving telephone calls and visitors, determining which calls should be directed to the ALJ(s). Preparing travel vouchers in accordance with the Review Commission policies and procedures; and
- 8) Serving as alternate timekeeper. Preparing and verifying the accuracy of time and attendance records for the office. This includes entering time and attendance data into a computer generated software program to establish a time and attendance record for employees.

Qualification Requirements:

Applicants must meet the minimum qualification requirements as contained in the Office of Personnel Management's Qualification Operating Manual. These are available on line at www.opm.gov. The manual states that one year of specialized experience equivalent to the next lower grade is required. Specialized experience must demonstrate knowledge of the Occupational Safety and Health Act of 1970 (the Act); experience with docket control and computer case-tracking; knowledge of court procedures and requirements to prepare documents properly and meet court deadlines as well as experience with researching and interpreting complex legal documents and information; and/or experience writing, editing, and proofreading documents for content, grammar, punctuation, style, abbreviations, and correct legal citation formats.

OR

You may qualify at the GS-09 level if you have a master's or equivalent graduate degree or two full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related. Graduate education must demonstrate the knowledge, skills and abilities necessary to do the work.

OR

A qualifying combination of graduate education and experience to total 100% of the requirement.

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

Applicants meeting the basic qualifications outlined in this Vacancy Announcement will be rated and ranked on the following Knowledge, Skills, & Abilities (KSA's). Applicants must submit a separate written statement addressing each KSA. Failure to address each KSA separately will result in the applicant receiving no further consideration.

Required Knowledge, Skills, and Abilities:

1. Experience conducting extensive research of records, reference, or historical materials and comparisons with complex or broadly written criteria.
2. Ability to examine, review and prepare legal documents.
3. Skill in the use of automated software programs to produce legal documents.
4. Ability to effectively communicate orally and in writing.

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 oshrcvacancy@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.
- Proof of Veterans Preference, if claimed. Submit a copy of your DD-214 if you are claiming 5-point preference or if you are claiming 10 point preference and SF-15 with supporting documentation.

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.

If you are a current status candidate and would like to be considered under competitive procedures, you must submit **two** applications, indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If you do not submit an application for both merit promotion and competitive procedures you will be considered only under merit staffing promotion procedures.

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.

Veterans Preference: If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). Note that recent change in legislation has expanded the eligibility for veteran's preference. To insure consideration, be sure to provide DD-214s to document all active duty time periods. To claim preference as a result of a service-connected disability, please provide a Standard Form 15 (Application for 10-Point Veteran Preference) and the documentation specified on the back of the form. You MUST provide documentation dated within the past 12 months which verifies the current status of your "service-connected disability" or other entitlement to the 10-point preference. If such up-to-date documentation is not provided, the 10-point preference cannot be given. The SF-15 can be found on the internet at www.opm.forms.html

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN – CTAP and Interagency Career Transition Assistance Program (ICTAP): If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection rights over other applicants for this position. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) 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/ICTAP eligibles 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.

Applicants applying under the Veterans Employment Opportunities Act (VEOA) will only be referred if determined to be among the group of best qualified candidates under merit promotion procedures.

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.