



Occupational Safety & Health Review Commission

Job Title: Paralegal Student Internship (Volunteer)

Agency: Occupational Safety and Health Review Commission

Job Announcement Number: OSHRC-2015-01

SALARY RANGE: \$0.00 to \$0.00 / Without Compensation

OPEN PERIOD: Friday, February 6, 2015 to Friday, February 20, 2015

SERIES & GRADE: GS-0999-00

POSITION INFORMATION: Part Time – Not to Exceed 20 hours per week
thru August 22, 2015

DUTY LOCATIONS: 1 vacancy in the following location:
100 Alabama Street, S.W.
Building 1924, Room 2R90
Atlanta, GA 30303

WHO MAY APPLY: United States Citizens

INTRODUCTION:

The Occupational Safety and Health Review Commission (“Review Commission”) is an independent, adjudicatory agency created by the Occupational Safety and Health Act of 1970 (OSHA). Its sole statutory mandate is to serve as an administrative court providing just and expeditious resolution of disputes involving the Department of Labor’s Occupational Safety and Health Administration (OSHA), employers charged with violations of Federal safety and health standards, and employees and/or their representatives. The Review Commission was created by Congress as an agency completely independent of the Department of Labor to ensure that OSHA’s enforcement actions are carried out in accordance with the law and that all parties are treated consistent with due process should a dispute arise.

KEY REQUIREMENTS

- U. S. Citizenship is required.
- Volunteer student position. Work schedule is part-time
- Starting April 5, 2015 and continuing through August 22, 2015.
- Current enrollment in an accredited college (including 3 or 4 year colleges/universities, community colleges, and junior colleges); or other qualifying

educational institution pursuing a qualifying degree or certificate in paralegal studies.

- Enrolled at least half-time and in good academic
- Relocation expenses will not be paid.

DUTIES:

This Paralegal Student Internship position is located in the Office of the Chief Administrative Law Judge located in Atlanta, GA.

Duties and responsibilities include but are not limited to:

- Assisting the Administrative Law Judges with drafting and preparing legal documents such as orders, memoranda, decisions, affidavits, declarations, court exhibits and related materials; conducting legal research of topics at issue; reviewing legal draft orders and decisions; and reviewing case files in advance of trials.
- Performing a variety of tasks to support the office, including filing, scanning and copying, and other administrative duties.
- The intern may also attend hearings to observe the process (this is optional as travel may be involved and the intern would be required to pay all travel related expenses on his/her own).

QUALIFICATIONS REQUIRED:

1. U.S. Citizen.
2. At least 18 years of age.
3. Current enrollment in an accredited college (including 3 or 4 year colleges/universities, community colleges, and junior colleges); or other qualifying educational institution pursuing a qualifying degree or certificate in paralegal studies.
4. In good academic standing (at least 2.75 Grade Point Average on 4 point scale or in the top one-half of class).

CONDITIONS OF EMPLOYMENT:

- This is an unpaid volunteer internship program.
- Service is not creditable for leave or any other employee benefits.
- Student volunteer service is service performed under 5 U.S.C. 3111, with the permission of the institution at which the student is enrolled, as part of an agency program for providing educational experience for the student.

- If selected for this position, the selectee is required to obtain and provide written approval from the institution.

OTHER:

The incumbent of this internship position will work no more than 20 hours per week beginning April 5, 2015 and ending August 22, 2015. The incumbent reports directly to the First Administrative Law Judge but receives work assignments from other administrative law judges.

HOW YOU WILL BE EVALUATED:

You will be evaluated based on your qualifications for this position as evidenced by the education, experience or training you report relative to this position. Applications that submit the required documents and are deemed qualified will be referred to the selecting official for consideration.

BENEFITS:

This is an unpaid internship program and service is NOT creditable for leave or any other employee benefits. However, transportation subsidy benefits will be given to interns relying on public transportation to commute to/from work.

OTHER INFORMATION:

Males born after 12-31-1959 must be registered or exempt from www.sss.gov

All qualification requirements must be met by the closing date of this announcement.

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

A complete Application Package must be received by 11:59 PM, Eastern Time, on the closing date of Friday, February 20, 2015.

REQUIRED DOCUMENTS:

The following documents are required and must be received by the closing date of this announcement:

1. Your Résumé
2. College transcripts from colleges or universities attended, including city and state, and majors. Proof of current school enrollment/transcript(s) is required.

AGENCY CONTACT INFO:

Linda M. Beard

Phone: (202)606-5393

Email: oshrcvacancy@oshrc.gov

Agency Information:

Occupational Safety and Health Review Commission

1120 20th Street, NW

Washington, DC 20036

WHAT TO EXPECT NEXT:

Once the resume and supporting documentation is received you will receive an acknowledgement email that your submission was successful. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview. You will receive notice via email or mail when this process is completed (generally 2 - 4 weeks).

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.