



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-018

Opening Date: 08/08/06

Closing Date: 09/08/06

Area of Consideration: All Sources

**Position Title, Series,
And Grade Level:** Paralegal Specialist
GS-0950-9
(one position)

Promotion Potential: GS-11

Salary Range: \$44,856 to \$58,318 per annum

Duty Station: One Lafayette Centre
1120 20th Street, NW
Washington, D.C. 20036-3419

DUTIES

Prepares and assists with the preparation of legal documents such as memoranda, decisions, preliminary case reviews, legal opinions, affidavits, declarations, court exhibits and related materials. Ensures that all legal documents produced conform to proper legal and format requirements. Performs legal research related to federal court decisions, federal legislation, Code of Federal Regulations, decisions of administrative agencies (Department of Labor (DOL), Equal Employment Opportunity Commission (EEOC), Merit System Protection Board (MSPB), Office of General Counsel (OGC), etc.) and related research. Maintains current information on the procedural status of all Occupational Safety and Health Review Commission (OSHRC) cases and litigation. Utilizes the Review Commission computerized Case Tracking System and other methods to obtain necessary case handling data. Develops appropriate tables, graphs, charts and other media to effectively communicate the results of the data analysis. Maintains the OGC filing system as required by the National Archives and Records Act. Ensures confidentiality and physical security of all privileged/confidential materials or information within the incumbent's area of responsibility. Ensures that the OGC's Case Reports and Case Opening/Closing Register are kept current. Obtains necessary information to maintain currency. Independently issues updated OGC Cases Reports on appropriate periodic basis. Translates difficult and varied taped and/or handwritten

drafts involving technical legal terminology. Performs all required word processing, duplication and other related duties. Maintains OGC's special reports calendar and notifies the General Counsel and staff attorneys of necessary action in advance of report deadlines. Handles 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. Provides general and specialized administrative support to OGC and OSHRC, when required.

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.

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 applicant must provide with their application a written statement, not in excess of four typed pages, specifically addressing the following quality ranking factors:

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. Ability to examine, review, and prepare legal documents.
5. Ability to use computerized databases for tracking purposes.

You must include with your application a supplemental statement describing your experience, training, and education with respect to each of these quality ranking factors. You may submit no more than

one page for each. Failure to address the Quality Ranking Factors will result in non consideration for this position.

CONDITIONS OF EMPLOYMENT

United States Citizenship is required.

A preliminary security background check is required for this position.

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

More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov. Or, you may call OPM at 912-757-3000 and, in response to the menu, select "Federal Employment Topics" and then "Veterans."

APPLICATION REQUIREMENTS

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

Optional Application for Federal Employment, OF-612, or a Resume. [Note: Electronic versions of OF-612 re 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 position for which 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 Selective Factor Qualification (not more than two typed pages) and the four Quality Ranking Factors described above (not more than four typed pages).

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, and, if you are claiming 10 point preference, an SF-15 with supporting documentation.

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.

HOW TO SEND US YOUR APPLICATION

- You may send your application by mail or deliver it by hand. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).
- If you send your application by mail, it must be received by close of business on September 8, 2006.
- If you send your application by U.S. mail or other mail service, send it to:

Jeanne Garrett, Human Resources Specialist
U. S. Occupational Safety and Health Review Commission
1120 20th Street, NW, 9th Floor
Washington, DC 20036-3457

- We will not accept late, incomplete, or illegible applications.

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN - CTAP INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN - 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 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 Military Department 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. All qualified applicants will receive consideration for selection without regard to race, religion, color, national origin, gender, political affiliation, handicap, or any other non-merit factor.