

Educational

Associate's Degree in paralegal studies or closely related field, or completion of a paralegal program recognized by the American Bar Association.

Experience

At least one (1) year of experience as a paralegal or legal assistant/secretary.

Equivalency

A combination of at least three (3) years of relevant training, education and experience will be accepted.

COMPLEXITY

Assignments consist of a variety of developmental analytical duties such as developing and carrying out plans to gather information through means such as: interviews, review of reports, and surveys; analyzing the information collected; conducting legal research concerning

precedents and past complaint examiner decisions; checking citations; preparing evidence and exhibits; and developing and justifying recommendations.

Assignments require the incumbent to select fact-finding and research tools appropriate to the particular assignment in terms of types of data available, difficulty in obtaining data, time restraints, and the degree of expected cooperation from witnesses. These duties require the incumbent to search for, isolate, evaluate the relevance of, and summarize available information and its usefulness in resolving issues.

SCOPE AND EFFECT

The purpose of the work is to gather, arrange, analyze, evaluate, and control information and evidence needed for case processing. The accuracy of the incumbent's work directly contributes to the worthiness of a case, which ultimately impacts on the goal of the agency.

PERSONAL CONTACTS

Personal contacts are generally with claimants, appellants, their attorneys, potential witnesses, and industry representatives in moderately unstructured situations where each contact is different and the specialist must define the purpose of the meeting and clarify the roles of the various participants. Contacts may be moderately unstructured in nature, initiated by the specialist, the person requesting information, or others.

PURPOSE OF CONTACTS

Contacts are made for the purpose of obtaining factual information, gathering documents and evidence, and conducting other investigative steps. The incumbent frequently must be persuasive or apply skillful interrogation to obtain necessary information required to support the agency's investigation efforts.

PHYSICAL DEMANDS

The work is primarily sedentary with intermittent periods of walking, bending, standing and carrying of light objects such as files, file boxes, books and reports.

WORK ENVIRONMENT

The majority of the work is performed in an office which is an adequately heated, lighted, and ventilated.

OTHER SIGNIFICANT FACTORS

Considerations for this position are:

cross-checks, validates and shepherds relevant information; prepares written reports and correspondence; drafts general legal documents including briefs, appeals, motions, orders and legal agreements; helps prepare legal arguments, applications, declarations and motions to be filed with the District of Columbia Superior Court and the District of Columbia Court of Appeals; works directly with Agency Counsel to co-ordinate law office activities such as in-office training and regulatory compliance; assists Agency Counsel in courtroom appearances; performs other related duties, as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the mission, functions, goals and objectives of the assigned office.

Knowledge of the principles, concepts, and methods of legal research and analysis sufficient to perform recurring case development and documentation assignments which are typically covered by established precedents.

Knowledge of the basic legal principles and concepts to interpret and apply, or explain to others the application of, a body of laws, regulations, precedents and practices.

Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, database management and case tracking, etc., and a willingness to learn new technology associated with assigned work tasks. Significant legal research experience, i.e., Lexis-Nexis and Westlaw. In depth knowledge of legal terms and rules. Proficient with e-filing and e-case management.

Ability to communicate orally in an effective manner and the ability to write clear, concise, well-organized, and thorough legal case-related documents. Must be able to multi-task and be extremely reliable. Strong oral and communication skills desired.

SUPERVISORY CONTROLS

Work is assigned by the supervisor with deadlines, precedents, and objectives defined. Incumbent independently carries out the assignments, including selection of methods, approaches, problem solving, and other related activities. Incumbent brings unprecedented problems and proposed solutions to the supervisor's attention.

Performance is reviewed and monitored regularly to assess progress and determine the need for additional guidance, to examine the accuracy and adequacy of work, and to determine compliance with established laws, regulations, rules, and policies.

GUIDELINES

Procedures for doing the work are well established, and guidelines are available for reference, as needed. Guidelines consist of particular titles of law and related rules and regulations; agency manuals providing policy and procedures; and standard legal references such as law dictionaries, rules of practice of courts, digests, encyclopedias, and commentaries. The incumbent uses judgment in locating and selecting guidelines for application to individual assignments (e.g., determining which law or regulation applies, whether a violation occurred, whether action should be taken).

When located, guidelines are usually specific to the situation at hand. However, in some instances the incumbent applies judgment in making minor deviations. Situations to which existing guidelines cannot be applied, which require significant deviations or situations for which the guidelines are conflicting or ambiguous are referred to the supervisor.



DISTRICT OF COLUMBIA PUBLIC EMPLOYEE
RELATIONS BOARD POSITION
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CG 12006	OPENING DATE October 10, 2012	CLOSING DATE: Open until filled	OPEN TO ALL APPLICANTS
Position: Paralegal Specialist LS- 905-10/11	TYPE OF APPOINTMENT: Career	Salary: \$45,992 - \$65,126	
DIVISION:	LOCATION: 1100 4 th Street, SW., Washington, DC 20024	TOUR OF DUTY: Full-time	

PREFERENCE AMENDMENT ACT OF 1998: An applicant for a position in the Career Service, for an attorney position (DS 905) in the Excepted Service, or for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

This position is located in the Public Employee Relations Board (PERB). The Paralegal Specialist will serve under the general supervision of the Executive Director and will be responsible for handling a full range of assignments.

MAJOR DUTIES

Analyzes and evaluates case files against agency jurisdictional requirements; notes and corrects case file deficiencies (e.g., missing documents) before sending the case on to the assigned attorneys; maintains all incoming and in-house cases, including all appellate cases; oversees in-office mediation schedules and case identification; maintains library and all reference files; organizes and tracks case files, both paper and electronic; review and monitor new and updated regulations; reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries, as appropriate; gathers, sorts, classifies and interprets data, documents, records, or other evidence necessary for investigation; responds to public inquiries with general information and assistance regarding issues under the purview of the assigned office; communicates with outside counsel and their staff along with Judge's Chambers; prepares documents, forms, and letters for communication with the parties involved in pending and closed cases; maintains an effective system of monitoring and tracking cases to insure compliance with all relevant deadlines; maintains legal records and legal reference materials, case files and correspondence; performs legal, record and factual research; identifies relevant judicial decisions, statutes, legal articles, codes and other pertinent material; organizes,