



DISTRICT OF COLUMBIA PUBLIC
EMPLOYEE RELATIONS BOARD POSITION
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CG 15002	OPENING DATE October 10, 2014	CLOSING DATE: Until Filled	OPEN TO ALL APPLICANTS
Position: Paralegal Specialist CS- 950-9/11	TYPE OF APPOINTMENT: Career	Salary: \$43, 181 - \$67,081	
DIVISION:	LOCATION: 1100 4 th Street, SW., Washington, DC 20024	TOUR OF DUTY: Full-time	

DESCRIPTION OF DUTIES

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.

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; reviews and monitors 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 PERB; communicates with outside counsel and their staff; 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, cross-checks, validates and shepherds relevant information; prepares written reports and correspondence.

QUALIFICATIONS REQUIRED:

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

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

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

RANKING FACTORS:

1. 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.
2. 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.
3. 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.
4. 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.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: SUBMIT FORM DC 2000 TO:

Yvonne P. Waller
D.C. Public Employee Relations Board
1100 4th Street, S. W, Suite E630
Washington, D.C. 20024
(202)727-1822
Pat.waller@dc.gov

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et sea.* (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.