

Legal Assistant Qualifications

All qualification requirements must be met by the closing date of the announcement. If you are using experience to qualify, you must have:

GS-5: One (1) year of full-time specialized experience equivalent to the GS-4 level in the Federal Service performing all or most of the following tasks: Applying laws, rules or regulations and written guidelines; Communicating orally in order to provide information, assistance, or instructions to members of the general public or their representatives; Performing administrative and clerical processes using a computer to reconcile discrepancies, associate documents with related files/records, etc.; Writing correspondence in response to inquiries and drafted a variety of other written products.

GS-6: One (1) year of full-time specialized experience equivalent to the GS-5 level in the Federal Service performing all or most of the following tasks: Reviewing legal or medical documents for accuracy in accordance with applicable rules and regulations; Communicating with a wide variety of individuals in order to provide or elicit information; Applying & interpreting laws, rules or regulations and written guidelines; Using a computer to prepare correspondence in draft and final form or to prepare reports.

GS-7: One (1) year of full-time specialized experience equivalent to the GS-6 level in the Federal Service performing all or most of the following tasks: Reviewing and processing a variety of legal and/or medical documentation, records and evidence in accordance with applicable rules & regulations; Communicating with a wide variety of individuals in order to provide advice/guidance about medical or legal claims, hearings process, insurance claims, or other related programs; Interpreting complex laws, rules or regulations and written guidelines & explaining the provisions to others; Using a computer to prepare correspondence and has experience using word processing software (i.e., Word, Access, Excel) for data input, queries, reports or case tracking.

Education

SUBSTITUTING EDUCATION: If you are qualifying for this position based on completed education at an accredited U.S. college, university, or other educational institution, you must provide a copy of your transcripts or other proof of education prior to being appointed. NOTE: Education completed in a foreign institution must be deemed equivalent to that gained in conventional/accredited U.S. education programs. It is the applicant's responsibility to acquire U.S. Certification and provide it at the time of application. For a list of Credential Evaluation Services, log on to: [Credential Evaluation Services](#).

GS-5: Successful completion of a full 4-year course of study above high school (e.g., 120

earned semester hours, 180 earned quarter hours, bachelor's degree, etc.).

GS-6/7: Substitution of education is not applicable at these grade levels.

COMBINING EDUCATION AND EXPERIENCE: Experience and education as described above may be combined to meet the minimum qualification requirements.

GS-5: Education course work equivalent to a baccalaureate program beyond the second year (e.g., in excess of the first 60 earned semester or 90 earned quarter hours) is creditable toward meeting the minimum qualification requirements.

Note: Experience and education will be computed as percentages of the overall requirements and must equal to 100 percent when combined.

Additional information

This is a career-ladder position offering the opportunity for annual promotion based on performance leading up to the GS-8 grade level. Normally candidates are hired at step one unless they have prior federal experience with no break in service.

Attorney Adviser(Decision Writer) Qualifications

Requirements

Conditions of Employment

U.S. Citizenship required

Must have a qualifying degree or certificate

Background and/or security investigation required

Job offers are contingent on background / security investigation results

Selectees are required to serve a trial period

Relocation expenses will not be paid

Selective Service Registration, if applicable (www.sss.gov)

Provide proof of current, active membership in the Bar of a State, Territory of the United States, or the District of Columbia

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GS-09 Level - Basic Requirements: First Professional Law Degree (J.D.) **AND** proof of current active bar membership.

GS-11 Level - The Basic Requirements and **one** of the following:

1. Fifty-two weeks of professional legal experience or experience as a practicing Attorney in which assignments involved complex and difficult legal questions requiring extensive research, analysis, and evaluation of information in controversial areas. Such experience would include: a) preparation of legal documents for filing by drafting complaints, orders to show cause (judge issues this document), indictments, preliminary motions (requests) and supporting affidavits and briefs; b) drafting of pleading and motions for cases in litigation, conducting investigations to obtain facts, study of legal precedents and preparation of recommendations; and c) assisting attorneys in charge of court cases by cross-examining witnesses and drafting findings of facts, conclusions of law and orders based on the record (you must provide the dates including month, day and year of employment and the hours worked per week); **OR** 2. A second professional law degree (LL.M.) which requires one full year of graduate study; **OR** 3. The first professional law degree (LL.B. or J.D.) with a record that shows superior law student work or activities as demonstrated by one of the following : Academic standing in the upper third of the law school graduating class.

Work or achievement of significance on the law school's official law review (explain duties and hours devoted per week); Special high-level honors for academic excellence in law school, such as election to the Order of the Coif; Winning of a Moot Court (Appellate) Competition or membership on the Moot Court team, which represents the law school in competition with other law schools.

Full time or continuous participation in a legal aid (Paralegal or Legal Assistant) program equivalent to 6 months of full-time work (dates including month, day and year of

employment and hours worked per week are required) (this position works for the Attorney). *Not to include one-time, intermittent, or casual participation.*

Significant summer law office clerk experience while attending law school equivalent to 6 months of full time work (dates including month, day and year of employment and hours worked per week are required)(this position works for the Judge); **OR** Legal Intern experience under the supervision of an Attorney is creditable if it involves the following kinds of work: preparation of answers or briefs; review of affidavits; legal research on questions arising from statutes; preparing drafts of proposed opinions on individual cases; claims or other matters with or without established formats and precedents; preparation of documents following guidelines and instructions; review of State and Federal legislative proposal identifying impact; investigation and preparation of cases, etc.

Law Clerk experience is by its very nature Attorney experience and therefore is qualifying for Attorney positions.

Other equivalent evidence of superior achievement while in law school.

GS-12 Level - The GS-11 requirement plus one additional year (i.e., 52 weeks, full time) of professional legal experience or experience as a practicing Attorney (including the examples of experience described in the GS-11 grade level requirement). **OR** in unusual circumstances education is qualifying provided the applicant has advanced educational attainments substantially beyond those indicated as required for work at the GS-11 grade level and his/her education clearly indicates ability to perform work of the type to be assigned, for example, education beyond the first professional degree which include courses directly pertinent to work of the agency. The essential point in these circumstances is to assure that the person's education has enabled him/her to step into complex legal work characteristic of the GS-12 level and to operate with the degree of independence and responsibility typical to that level. Note: Part-time work is prorated in crediting experience (example: If you worked 20 hours per week for a 12-month period, you will be credited with six months of experience.)