

**POSITION DESCRIPTION**  
**PARALEGAL SPECLST, GS-0950-09**

SETID	HUD01	JOB CODE	FC0015	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	0950	GRADE	09	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Paralegal Speclst								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Sustv	LEO POSITION	N/A	MEDICAL CHECK REQ	No	BUS CODE	<del>120</del> 8888
FLSA	Nonexempt	PATCOB	Technical	EXECUTIVE DISCLOSURE	No	EMPL FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	PARALEGAL SPECIALIST SFRIES, GS-950, AUGUST 1986								
DATE CLASSIFIED	04/12/2005								

**MAJOR DUTIES**

Paralegal Specialist  
 GS-0950-9

**INTRODUCTION:**

This position is located in the Office of Counsel, Legal Service Center, which is responsible for providing legal advice and counsel for all programs and activities located within the geographic jurisdiction of the Center. The Incumbent serves as a Paralegal Specialist trainee performing responsible legal research and technical duties with respect to HUD programs. The incumbent is assigned a variety of paralegal duties intended to provide the incumbent with a good working knowledge of agency programs, policies, regulations and implementing legislation.

**Duties**

Serves as a paralegal specialist performing responsible legal research and technical duties with respect to HUD program matters, relevant legislation, regulations and precedents. Research and analysis may include litigation, civil and criminal notices regarding alleged violations at HUD properties; Freedom of Information Act; Privacy Act; tort claims; appeals and legal fees; reviewing pleadings and legal summaries and reports; tax abatement claims; and personnel law and equal opportunity activities for the Department. Serves as a paralegal specialist in an office providing legal assistance to attorneys.

Participates in substantive development of cases in an office conducting enforcement activities by forming the following functions:

?Analyzes and evaluates case files against case litigation worthiness standards;

?Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;

?Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;

?Gathers, sorts, classifies, and interprets data from private enterprise and labor organizations to discover patterns of possible discriminatory activity;

?Interviews industrial and union representatives, employees, and potential witnesses to gather information;

?Reviews and analyzes relevant workforce statistics;

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?Performs statistical evaluations such as standard deviations,  $t$  tests, analyses of variance, means, modes, and range as supporting data for case litigation;

?Consults with statistical experts on reliability of statistical evaluations; and

?Testifies in court concerning relevant data.

### Factor 1. Knowledge Required by the Position

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 litigation activities of the agency and of statistical techniques sufficient to gather and analyze data and to evaluate its usefulness in resolving legal issues.

Knowledge of interviewing techniques sufficient to interview potential witnesses, industry and union representatives, workers, and other sources of information and skill in developing evidence to support the agency's litigation activities.

Ability to communicate effectively and prepare legal briefs and summaries of analyses.

### Factor 2. Supervisory Controls

Work is assigned by the supervisor with deadlines, precedents, and objectives defined.

The employee independently carries out the assignments, including selection of methods, approaches, problem solving, and other related activities. The employee brings unprecedented problems and proposed solutions to the supervisor's attention.

Work is periodically reviewed for its applicability to the case under consideration, and for the soundness of the employee's decisions.

### Factor 3. Guidelines

Guidelines consist of applicable titles of the law, implementing regulations, agency manuals and directives, agency precedent decisions, court decisions, commercial legal publications, as well as appropriate issuances from other interested agencies.

The employee uses judgment in selecting and adapting guidelines to specific situations and cases and recommends changes in the manner of analyzing and preparing similar cases.

### Factor 4. Complexity

Assignments consist of a variety of analytical duties such as developing and carrying out plans to gather information through such means as interviews, review of reports, and surveys; analyzing the information collected; conducting legal research concerning precedents and past court decisions; checking citations; preparing evidence and exhibits; and developing and justifying recommendations.

Each assignment requires the paralegal specialist 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 the particular firm or group being evaluated. These duties require the paralegal specialist to search for, isolate, evaluate the relevance of, and summarize available information and its usefulness in resolving issues.

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**Factor 5, Scope and Effect**

The purpose of the work is to gather, arrange, analyze, evaluate, and control information and evidence needed for case processing.

Successful accomplishment of the work facilitates the work of trial attorneys in such matters as litigation and in achieving settlements, conciliations, or consent decrees. The accuracy of the paralegal specialist's activities contributes to the litigation worthiness of a case and the specialist's credibility as a trial witness.

**Factor 6. Personal Contacts**

Contacts are with charging parties, respondents and their attorneys, company officials, court employees, officials of labor organizations, and others.

**Factor 7, Purpose of Contacts**

Contacts are to obtain factual information; to advise on progress achieved in securing supportive case data; and to obtain information required for discovery including interrogatories, subpoenas, depositions, and other related tasks. The employee frequently must be persuasive or apply skillful interrogation to obtain necessary information required to support the agency's litigation, conciliation, settlement, and other program efforts. Individuals interviewed by the paralegal specialist in developing supportive case data may be hostile or try to avoid involvement.

**Factor 8, Physical Demands**

While much of the work is sedentary, there are occasional requirements for moderate physical activity, such as lifting stacks or boxes of records and for carrying heavy or unwieldy objects such as display easels into courtrooms for exhibits.

**Factor 9. Work Environment**

Work is performed in areas that are adequately lighted and climate controlled and where normal safety precautions for an office are practiced.

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

1-6	950
2-3	275
3-3	275
4-3	150
5-2	75
6-3	60
7-3	120
8-1	5
9-1	5

Total 1915 = GS-9 (1855 - 2100)

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PD# FC0015  
BUS CODE: 8888

Adding a second paragraph under the *Introduction* subsection:

Incumbent performs legal research and technical duties under the guidance of an attorney with respect to HUD litigation matters, relevant legislation, regulations and precedents. Research and analysis topics may include litigation; Freedom of Information Act; Privacy Act; Ethics; appeals and legal fees; pleadings; legal summaries and reports; labor-management issues; personnel law, fair housing, and other substantive HUD litigation areas.

Adding to the *Duties* subsection:

Labor and Personnel Litigation

With [substantial/moderate/minimal] direction from an attorney, Incumbent provides support for all phases of personnel and labor related litigation, including matters before the FLRA, EEOC, MSPB, and arbitrations. As requested, Incumbent engages in projects involving exhibits for use at administrative hearings and arbitrations, responses to data requests, discovery responses, litigation needs and monitoring, including, but not limited to, gathering and organizing documents, drafting privilege logs, reviewing and redacting documents, drafting correspondence and creating indices. Incumbent shall create and maintain master files for all personnel and labor related litigation, including but not limited to, maintaining management files on draft/proposed and/or finalized notices to the Union. Incumbent is responsible for securely maintaining and updating master files with all pleadings and relevant correspondences, including attorney-client privileged communications and work product concerning attorney recommendations with regard to settlement and labor-management issues. Incumbent is responsible for intake and tracking of all legal documents received as part of complaints, affidavits, depositions, motions and any other legal documents submitted to HUD in the course of personnel or labor litigation. The incumbent also provides substantial support to attorneys by utilizing the Department's various eDiscovery tools to consistently ensure that the Department is meeting its legal obligation to preserve electronic and other data when personnel or labor litigation is reasonably anticipated. Incumbent creates attorney working files upon request.