



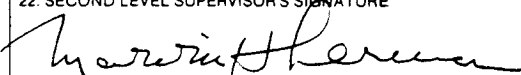
<b>REASON FOR THIS POSITION</b>		
<input checked="" type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION COVER SHEET**

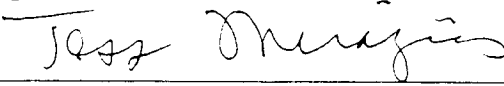
<b>RECOMMENDED</b>					
4. TITLE <b>Attorney-Advisor (General)</b>			5. PAY PLAN <b>GS</b>	6. SERIES <b>905</b>	7. GRADE <b>12</b>
8. WORKING TITLE (Optional)				9. INCUMBENT (Optional)	

<b>OFFICIAL</b>								
10. TITLE <b>ATTORNEY-ADVISOR (General)</b>								
11. PP <b>GS</b>	12. SERIES <b>905</b>	13. FUNC	14. GRADE <b>12</b>	15. DATE MONTH <b>12</b> DAY <b>15</b> YEAR <b>89</b>			16. I/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	17. CLASSIFIER 

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>							
1st <b>U.S. DEPARTMENT OF HUD</b>				5th			
2nd <b>REGION I</b>				6th			
3rd <b>BOSTON REGIONAL OFFICE</b>				7th			
4th <b>OFFICE OF COUNSEL, PROGRAM OPERATIONS</b>				8th			

<b>SUPERVISOR'S CERTIFICATION</b>				<b>BRANCH</b>					
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.									
19. SUPERVISOR'S SIGNATURE 				20. DATE <b>12-15-89</b>		22. SECOND LEVEL SUPERVISOR'S SIGNATURE 		23. DATE <b>12-15-89</b>	
21. SUPERVISOR'S NAME AND TITLE <b>Kathy E. Machan, Associate Regional Counsel</b>				24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE <b>Marvin H. Lerman, Regional Counsel</b>					

<b>FACTOR EVALUATION SYSTEM</b>					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			<b>27. TOTAL POINTS ▶</b>		27.
<b>28. GRADE ▶</b>					28.

<b>CLASSIFICATION CERTIFICATION</b>	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE 	30. DATE <b>12-15-89</b>
31. NAME AND TITLE <b>TESS MIRAGIAS, PERSONNEL STAFFING/CLASSIFICATION SPECIALIST</b>	
32. REMARKS	33. OPM CERTIFICATION NUMBER

## JOB DESCRIPTION

### ATTORNEY-ADVISOR (GENERAL) GS-905-12

#### I. INTRODUCTION

The Office of Counsel, Program Operations Branch, is responsible for providing legal counsel, service, review and recommendations with respect to all HUD programs and activities assigned to the Boston Regional Office and to the Providence, Rhode Island Office of HUD.

The incumbent of this position functions as an attorney-advisor, providing across-the-board legal services for all HUD programs.

#### II. DUTIES

1. Works in close harmony, often as a team member, with program and technical specialists within the Boston Regional Office. Is responsible for rendering legal services on matters involving unusual difficulty and responsibility, including questions for which no clear legal precedent is available.
2. Within his or her area of assignment the incumbent is independently responsible for (a) handling incoming correspondence, memoranda, contracts, applications for financial assistance, etc., involving all HUD programs; (b) analyzing problems and rendering legal opinions on unusually difficult and complex legal problems; (c) responding to inquiries from local entities undertaking activities with Federal assistance; (d) attending inter and intra-agency conferences and field meetings as the legal representative of the Office of Counsel; and (e) providing legal assistance to members of the operations and technical staffs of the Boston Regional Office, providing them with advice as to the legal effect of alternative courses of action.
3. Furnishes legal advice and assistance to local housing authorities, municipalities, local public agencies and private counsel on the legal aspects of the various HUD programs; the interpretation and application of policies and procedures established by HUD; the interpretation of Federal, state and local laws; the implications of court decisions affecting the programs; the creation of local housing authorities, public agencies and other bodies, including their authority to function, the composition of their membership and offices, and the adoption of by-laws and other regulatory and directive resolutions.

4. Attends conferences with representatives of the Boston Regional Office and with representatives of local bodies seeking Federal assistance.
5. Determines the legal eligibility of public and private applicants to receive Federal financial assistance by (a) analysis of state enabling legislation and compliance therewith by the applicable public or private body to undertake the proposed project; (b) review of documents submitted in connection therewith for legal sufficiency under Federal, state and local law to establish the eligibility of the proposed undertaking; and (c) prepares correspondence and recommends the form of corrective measures to be taken to correct any defects in either of the foregoing.
6. Works closely with various bond counsel throughout the United States, therefore requiring a thorough knowledge of the law concerning preliminary bond issues of public and private bodies in connection with projects involving bond financing.
7. Is responsible for the legal sufficiency of documents used for closing projects built under all National Housing Act multifamily programs, the low-rent housing turnkey program, and the Section 202 elderly housing program. Also is responsible for legal reviews of documents submitted to comply with requirements of Urban Development Action Grant Contracts, as well as reviews of documents submitted in connection with applications for transfers of physical assets involving projects with HUD held or HUD insured mortgages.
8. Performs other duties as assigned.

### III. CONTROLS OVER WORK

The incumbent works under the supervision of the Supervisory Attorney-Advisor/Associate Regional Counsel for Program Operations, who apprises him or her of any unusual circumstances surrounding the problem, background information which must be considered and any important policy considerations that will govern development of a solution. Completed work is normally assumed to be accurate with respect to legal citations, treatment of facts, and other aspects of technical treatment. Work is evaluated in terms of soundness of approach, application of legal principles and consistency with governing policies, procedures and regulations.

### IV. OTHER SIGNIFICANT FACTS

Must be a graduate of an accredited law school and be a member of the Bar.

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>					
1. FUNCTION (1) A	2. DEPT. CD /AGCY-BUR-CD (4) HU 83	3. SON (4) 4401	4. MR. NO. (6) A71905	5. GRADE (2) 12	6. IP NO. (8) A7190501

<b>B. MASTER RECORD</b>											
1. PAY PLAN (2) GS	2. OCC. SER. (4) 905	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) Z0005	5. OFF. TITLE (38) Attorney-Advisor (General)							
6. HQ. FLD. CD. (1) 2 1 = HQ 2 = FLD	7. SUP. CD. (1) 8 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR						
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		12. INACT/ACT (1) I = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR			14. DT. INACT/REACT (6) MO DAY YEAR			15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

<b>C. INDIVIDUAL POSITION</b>													
1. FLSA CD. (1) E E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849			3. POS. SCHED. (1) A A = Sched A B = Sched B C = Sched C	4. POS. SENS. (1) 0 0 = Excepted but not A, B, C 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4) 1 6130							
6. WK. TITLE CD. (4)		7. WK. TITLE (38)											
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 83 01 01 0300 00 10 00 00								9. VAC. REV. CD. (1) 0 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or series E = New Position/New FTE					
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3) 25 0120 025			14. BUS. CD. (4) 0015	15. DT. LST. AUDIT (6) MO DAY YEAR			16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR		
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD (1) Y Y = Perm N = Other		
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)													
31 <b>Normal Act</b> 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				<b>Maintenance Review Act</b> 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				<b>Results</b> 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other					
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE <i>Tess Dominguez</i>								31. DATE 12-15-89					

32. REMARKS												
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