

POSITION DESCRIPTION

LEGAL ASSISTANT (READER), GS-0986-05

SETID	HUD01	JOB CODE	FC0037	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	0986	GRADE	05	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Legal Assistant (Reader)								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	1120-888
FLSA	Nonexempt	PATCOB	Clerical	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER									
CLASS STANDARD	JOB FAMILY POSITION CLASSIFICATION STANDARD FOR ASSISTANCE WORK IN THE LEGAL AND KINDRED GROUP 0900								
DATE CLASSIFIED	06/07/2009								

MAJOR DUTIES

Office of Regional Counsel
 Legal Assistant (Reader), GS-0986-05

INTRODUCTION

This position is located in the Office of Regional Counsel, which is responsible for providing legal counsel, advice, service, assistance, reviews and recommendations with respect to all HUD programs and activities delegated to this Regional Office.

The incumbent is responsible for a variety of administrative, research, management support activities under the supervision of the Associate Regional Counsel for Enforcement and Litigation and provides administrative support to the Office. The incumbent's duties include review of incoming correspondence, legal research, administrative support for the Associate General Counsel for Enforcement and Litigation and Attorney Advisors, and tasks related to office automation such as word processing, databases, workload tracking systems, and answering telephones, etc. The incumbent also serves as the personal reader to the Associate Regional Counsel for Enforcement and Litigation and an Attorney Advisor, who are blind.

MAJOR DUTIES AND RESPONSIBILITIES

- ¿ At the direction of the Associate Regional Counsel and Attorney Advisors, conducts legal research using Westlaw and Lexis Nexis.
- ¿ Carries out administrative responsibilities. In addition to other duties as described herein, the incumbent advises and assists the Associate Regional Counsel in completing all personnel and administrative reports concerning office personnel and workload management. Incumbent is required to have a working knowledge of automatic data processing equipment available for such use in the office.
- ¿ Finalizes and formats documents produced in draft by attorneys.
- ¿ Performs tasks related to word processing for the Associate Regional Counsel and Attorney Advisors, including preparing, assembling, and proofreading correspondence, legal briefs and other pleadings, and reports.
- ¿ Reviews documents in connection with closings of multifamily projects financed with HUD mortgage insurance or direct loans. Incumbent reviews for administrative completeness project files referred to the Legal Division at the time of Initial and Final Endorsements.
- ¿ Monitors current case status and extracts data from the computer-based tracking system for the preparation of reports reflecting the description and status of litigation cases.
- ¿ Responds to inquiries from public and office staff. Incumbent answers telephone inquiries from the public, officials doing business with HUD, and other HUD personnel. Telephone requests for attorney assistance are referred to the appropriate attorney within the Legal Division.
- ¿ Serves as reader to the Associate Regional Counsel and an Attorney Advisor, in addition to providing administrative and legal support.

See attachment #1

LEGAL ASSISTANT (READER), GS-0986-05

Factor 1 - Knowledge Required by the Position

- ζ Knowledge of, and skill in applying, Departmental procedures, policies, priorities, program goals and functions of the office necessary to coordinate the procedural work within the office.
- ζ Knowledge of how to obtain and monitor the full range of support services.
- ζ Ability to perform non-routine assignments, draft brief responses to routine correspondence and locate information in files.
- ζ Knowledge of, and skill in using, computer-based legal research services.
- ζ Skill in operating word processing equipment, spreadsheet programs, graphics packages, desktop publishing and database programs.
- ζ Ability to plan, organize and carry out routine and recurring assignments on a timely basis with only general supervision.
- ζ Knowledge of grammar, spelling, punctuation and required formats sufficient to recognize and correct errors in correspondence, legal briefs and other pleadings, and reports.
- ζ Ability to speak clearly with correct pronunciation.

Factor 2 - Supervisory Controls

- ζ The incumbent performs various administrative and management duties under the direction of the Associate Regional Counsel, who outlines issues and define objectives, priorities and deadlines, or additional specific instructions. Completed work is reviewed for compliance with special instructions, accuracy, quality, compliance with general guidance, conformation with established policies and procedures, and the timely accomplishment of assignments. The technical methods and procedures used in completing assignments sometimes require detailed review.

Factor 3 ζ Guidelines

- ζ The incumbent uses specific guidelines that are applicable to most work situations. When completing a transaction, the incumbent may have to identify sources of information, use judgment and make working assumptions about what transpired. The incumbent uses judgment to determine the most appropriate guidelines or procedures to follow and how to complete the various transactions.

Factor 4 ζ Complexity

- ζ Work consists of related steps, processes, and standard explanations of methods or programs in the function. The information in legal documents are factual in nature; designed to record specific items of routinely required information; and used primarily for one purpose or action.
- ζ Decisions regarding what needs to be done and how it should be done are based on knowledge of the duties, priorities, commitments, policies and program goals of the office and staff. This requires an analysis of the issues involved for each assignment to ascertain the most effective way to accomplish the task. The incumbent recognizes that different procedures are required to process documentation and perform support duties. Choices are limited.

Factor 5 - Scope and Effect

- ζ Work involves treating a variety of routine problems, questions, or situations within the work environment. The incumbent assists individuals requesting services with a variety of problems, questions, or situations in conformance with established criteria. The incumbent's work has an effect on the timelines and accuracy of projects being performed by higher-graded employees, often taking the form of fact-finding, routine problems analysis as well as monitoring and reporting on various aspects of the office's functions.

Factor 6 - Personnel Contacts

- ζ Personnel contracts include the Regional Counsel, Deputy Regional Counsel, Associate Regional Counsel for Enforcement and Litigation, Associate General Counsel for Fair Housing and

LEGAL ASSISTANT (READER), GS-0986-05

Administrative Law, Managing Attorney, attorneys, other high-graded office staff within the Department, as well as outside agencies, as appropriate.

Factor 7 - Purpose of Contacts

ç The purpose of personnel contacts is to plan or arrange work efforts; to coordinate or schedule activities; to resolve problems relating to documents or procedures; to solve mutual problems and attain mutual objectives in order to facilitate expedite the performance of assigned duties; and to obtain and furnish factual information to be used in policy and evaluation analysis.

Factor 8 - Physical Demands

ç The work is mainly sedentary, but may require periods of walking, standing, or bending. The incumbent frequently carries case files and other similar materials. No special physical demands are required.

Factor 9 - Work Environment

ç The work area is usually an office setting that is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

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

Legal Assistant, GS-0986-5 (Reader)
PD#: FC0037

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.