

**POSITION DESCRIPTION**  
**PARALEGAL SPECLST, GS-0950-11**

SETID	HUD01	JOB CODE	<del>0001</del>	DATE	10/23/2011	OPM CERT #			
PAY PLAN	GS	SERIES	0950	GRADE	11	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Paralegal Speclst								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	420 8888
FLSA	Nonexempt	PATCOB	Technical	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	PARALEGAL SPECIALIST SERIES, GS-950, AUGUST 1986								
DATE CLASSIFIED	04/02/2005								

**MAJOR DUTIES**

Paralegal Specialist  
 GS-0950-11

**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 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 complex and comprehensive 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.

Evaluates and develops non-defensive litigation for legal cases filed against the Department by performing the following duties:

Examines and evaluates information in case files, with reference to agency standards for case litigation worthiness and appropriate titles of law;

Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;

Through on site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;

Selects, summarizes, and compiles comparative data to examine and evaluate respondents' deficiencies in order to provide evidence of illegal practices or patterns;

Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;

Assists in legal processing of tax abatement claims;

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Receives, analyzes and recommends action on tort claims;  
Is responsible for analysis of all legal documents received as part of complaints, affidavits, depositions, motions and any other legal documents submitted to HUD

Consults with appropriate staff regarding FOIA and Privacy Act requirements.

Performs technical and administrative duties calling for a high degree of proficiency and familiarity with legal services and office management. Such work requires knowledge of legal terminology, answering inquiries, records management, entering information into databases, compiling legal packages, scheduling meetings and travel, proofreading, correspondence management, and editing documents and forms. Much of the work is performed under pressure, exacting automated deadlines, and requires knowledge of and ability to use Microsoft Office Suite.

Performs other duties as assigned.

### Factor 1. Knowledge Required by the Position

Knowledge of the various titles of law applicable to agency mission, Federal and State laws governing or impacting on the program, and significant national and local developments in the field.

Knowledge of legal reference sources in agency manuals, reference systems, directives, issuances, precedent decisions, court decisions, and commercial legal publications sufficient to perform extensive and thorough legal research into the legislative history, precedent cases, decisions and opinions that may be applicable; to evaluate the relevance of and summarize substantive information; to assist in case preparation; and to insure that information is lawfully released or withheld.

Knowledge concerning document control and security measures at the institutional level in order to insure against the release of any investigative information which would endanger pending prosecution, the orderly and safe operation of the institution, or endanger the lives or physical well-being of institutional staff.

### Factor 2. Supervisory Controls

Work is under the general supervision and administrative control of the regional counsel who delineates areas of responsibility, outlines possible approaches, and is generally available for assistance in problems that arise.

In matters relating to tort claims and release of information, the specialist must meet deadlines established by statute. Otherwise, the specialist is expected to plan and conduct work activities in independently, resolve problems, and interpret policy on own initiative.

Completed work is prepared for administrative signature and is considered to be accurate with respect to legal citations, substantiating statistics, and facts. Work is reviewed for effectiveness in meeting program requirements and, on occasion, for feasibility of approach. The employee's advice on technical aspects of release of records is considered authoritative.

### 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

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and recommends changes in the manner of analyzing and preparing similar cases.

### Factor 4, Complexity

Work involves varied activities associated with the development of appropriate and defensible legal bases, supporting evidence, and other information used to determine entitlement to claims and release of agency documents, to resolve grievances, and to provide support for litigations.

Determines the legal, policy, and administrative issues involved and the nature of the analysis and legal research required to come to a successful conclusion and to support recommendations.

The Specialist must analyze numerous conflicting statements of fact and opinion regarding problem arising from litigation, claims activities, and resolution of grievances through the adaptation and modification of conventional practices and the development of new approaches consistent with statutes administered by the agency as well as agency policy, regulations and practices.

Creativity and ingenuity are required in resolving and justifying contested issues, in gaining support for decisions, and in insuring that paralegal activities are responsive to agency needs.

### 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.)

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EVALUATION STATEMENT

1-7	1250
2-4	450
3-3	275
4-4	225
5-2	75
6-3	60
7-3	120
8-1	5
9-1	5

Total 2465 = GS-11 (2355 - 2750)

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PD# FC0014 (new PD # needed)

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.

Add 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.