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## U.S. Merit Systems Protection Board

**Job Title:** Paralegal Specialist

**Agency:** Merit Systems Protection Board

**Job Announcement Number:** MSPB-DE-NYFO-2015-0010

**SALARY RANGE:** \$54,035.00 to \$84,990.00 / Per Year

**OPEN PERIOD:** Monday, November 3, 2014 to Monday, November 17, 2014

**SERIES & GRADE:** GS-0950-09/11

**POSITION INFORMATION:** Full-Time - Permanent

**PROMOTION POTENTIAL:** 11

**DUTY LOCATIONS:** 1 vacancy - New York, NY [View Map](#)

**WHO MAY APPLY:** US Citizens; no prior Federal experience is required.

**SECURITY CLEARANCE:** Public Trust - Background Investigation

**SUPERVISORY STATUS:** No

**JOB SUMMARY:**
[About the Agency](#)

This position is being concurrently announced under Merit Promotion Procedures on announcement number MSPB-MP-NYFO-2015-0011. Current and former Federal employees may apply to both announcements to maximize opportunities for consideration since different referral criteria apply to each announcement type.

About the Position: The position is located in the U.S. Merit Systems Protection Board, New York Field Office, New York, NY. The office is responsible for adjudicating appeals filed by Federal employees. The incumbent of this position serves as a Paralegal Specialist responsible for assisting in the processing and adjudication of those appeals, as well as providing administrative support to the office.

**TRAVEL REQUIRED**

- Not Required

**RELOCATION AUTHORIZED**

- No

**KEY REQUIREMENTS**

- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.

**DUTIES:**
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The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity. The incumbent performs legal analysis of requests for information, and other similar legal support functions. The work requires discretion and independent judgment in the application of a specialized body of laws, regulations, agency policies and practices, and judicial or administrative proceedings: The duties may include, but are not limited to:

- Prepares cases for hearing, including writing synopses of issues and noting case file deficiencies, researching legal issues, assisting at teleconferences and hearings, and drafting orders.
- Initiates inquiries regarding case processing and responds to appeal inquiries on behalf of the Administrative Judges (AJs) of the office.
- Drafts initial decisions, involving dismissals because of lack of jurisdiction and/or untimely filing, settlements, and other similar appeals.
- Performs legal research, analyzing legal decisions, questions, opinions, rulings, and other issues affecting appeals. Performs research from reference sources including various titles of the United States Code, Code of Federal Regulations, Federal Personnel Manual, Westlaw, and Board decisions.
- Manages the office library, reviewing relevant new materials and abstracting important decisions and points of law for circulation to administrative judges.
- Responds to oral and written requests from other Board offices, Congressional offices, the public,

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appellants and their representatives, and agency representatives, concerning potential, pending and past appeals and general Board procedures.

• Drafts Freedom of Information Act and Privacy Act responses.

Analyzes and evaluates initial appeals, determining timeliness and jurisdictional issues and hearing requirements.

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## QUALIFICATIONS REQUIRED:

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Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement including the following specialized experience and/or education, as identified by grade level.

### EDUCATION

GS-9: Master's or equivalent graduate degree or two full years of progressively higher-level graduate education leading to such a degree in a closely related field such as Paralegal Studies or Legal Studies.

GS-11: Ph.D. or equivalent doctoral degree or three full years of progressively higher-level graduate education leading to such a degree in a closely related field such as Paralegal Studies or Legal Studies.

**TRANSCRIPTS** are required if:

- You are qualifying for the position based on education.
- You are qualifying for this position based on a combination of experience and education.
- This education must have been successfully completed and obtained from an accredited school, college, or university. For more information on submitting transcripts, click: [Transcripts](#)

### SPECIALIZED EXPERIENCE AT THE GS-9/11 GRADE LEVELS

One year of specialized experience performing the range of duties as described above that has equipped you with comprehensive knowledge of the field of federal employment law and related areas of law that impact the rights, status, and obligations of federal employees equivalent to at least the next lower grade level in Federal service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors. Examples of specialized experience include, but are not limited to:

- Practical knowledge of a body of laws and related rules, regulations, and precedents involved in Federal employee appeals and litigation relating to Federal employment
- Skill in interpreting and applying them to varying situations; skill in evaluating the relevancy of precedents and summarizing pertinent data on issues
- Skill in researching and maintaining legal databases using electronic resources
- Skill in communicating with others in order to exchange legal information.
- Skill in problem analysis and problem solving sufficient to communicate in the style and mode appropriate for work at the level of an appeals court.

**COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-9/11 GRADE LEVELS:** Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Applicants may have combinations of successfully completed graduate education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify an applicant for that grade level.

To learn more about combining education and experience for this series, click the following:

[Combining Education and Experience for Administrative and Management Positions](#)

### Special Conditions:

- As a condition of employment, satisfactory completion and favorable adjudication of a background investigation and/or fingerprint check may be required for this position.

### HOW YOU WILL BE EVALUATED:

Applications will be evaluated in accordance with Office of Personnel Management's (OPM) Delegated Examining Procedures using category rating. Applicants who meet basic minimum qualifications will be placed in one of three categories: Highly Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. Category placement will be determined based on applicants' quality of experience and the extent they possess the following knowledge, skills, and abilities (*or competencies*):

- **Knowledge of research, including electronic research, interpretation, and application of case law relating to employment law.**
- **Skill in using an electronic case management system to enter, update, and maintain data to ensure that agency employees and managers have available accurate information related to status and history of each case.**
- **Ability and Skill in reviewing and preparing a variety of legal documents.**

The questionnaire will assess your qualifications for the job, and will be used to identify the best qualified applicants to be referred to the hiring manager for further consideration and possible interviews. Your ratings in this Assessment Questionnaire are subject to evaluation and verification based on the documents and references you submit.

Later steps in the selection process are specifically designed to verify your ratings. Attempts to falsify information; inflate your qualifications or providing inaccurate information on federal documents may be grounds to adjust your rating or to not select you. Errors, omissions or providing inaccurate information on federal documents may affect your eligibility. If selected providing inaccurate information on federal documents could also be grounds for dismissing you from the position/agency. Please follow all instructions carefully.

To view the application form, visit:

<https://mspb.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=1ace1d1c-594a-4c76-9954-a3d400aea344>

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#### **BENEFITS:**

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You can review our benefits at:

<http://www.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/>

#### **OTHER INFORMATION:**

- Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility to include your most recent performance appraisal, SF-50 showing the full performance level or career ladder of your current or previous position, and proof of eligibility such as a RIF separation notice or letter from OPM/your agency. CTAP/ICTAP eligibles will be considered well-qualified if achieving a rating of 85 or above. Information about CTAP/ICTAP eligibility is at: [OPM's Career Transition Resources website](#).
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: 1-800-877-8339. MSPB IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER and employment decisions are based on merit factors only. If you believe that you have been discriminated against in an employment decision by this agency, you have the right to seek counseling to resolve your complaint. You must do so within 45 days of the alleged discrimination action. If you desire to seek counseling, call the MSPB Office of Equal Employment Opportunity at 202 653-6772, Ext 4405.
- Direct Deposit – Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of your choosing.
- E-Verify: Federal law requires agencies to use the E-Verify system to confirm the employment eligibility of all new hires. If you are selected as a newly hired employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form 1-9 on your entry-on-duty date will be verified through the DHS 'E-VERIFY' system. Under the system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

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#### **HOW TO APPLY:**

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Please read the entire announcement and all the instructions before you begin.

The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.
- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact us if you are requesting this.

**Step 1:** Create a USAJOBS account (if you do not have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

**Step 2:** Create a resume with USAJOBS or upload a resume into your USAJOBS account. Customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. Your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

**Step 3:** Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency's staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

#### REQUIRED DOCUMENTS:

You must submit a complete Application Package, prior to 11:59, ET, on the closing date of this announcement. The following documents must be submitted for your application package to be considered complete. It is your responsibility to ensure all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, system failure or downtime, etc. Failure to submit required, legible documents may result in loss of consideration.

- **Resume** that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications.
- **College Transcripts** if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required prior to entering on duty. All education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U. S. Department of Education web site at <http://www.ed.gov>. All transcripts must be in English or include an English translation.
- **DD-214 (Member 4 Copy)** if claiming Veterans' Preference. Veterans claiming 10 point preference must also submit a VA Letter and an SF-15 Application for 10-point Veteran Preference. Current active duty members must submit a certification that they are expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted.
- **Other required documents may include:**
  - CTAP/ICTAP Required Documentation Reduction-In-Force: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from.
  - Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50.
  - Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.

**NOTE:** If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

#### AGENCY CONTACT INFO:

*Human Resources*  
 Phone: 612-336-3202  
 Fax: 000-000-0000  
 Email: Sharon.A.Satre@aphis.usda.gov

*Agency Information:*  
 USDA APHIS MRPBS  
 100 N. 6th Street, Butler Sq Bldg,  
 Suite 510C  
 Minneapolis, MN,  
 55403  
 United States  
 Fax: 000-000-0000

#### WHAT TO EXPECT NEXT:

If you set up your USAJOBS account to send automatic email notifications, you will receive an email acknowledging: 1) the submission of your online Occupational Questionnaire and resume was successful, 2) if you were referred to the selecting official for consideration, and 3) if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted.

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