

**Position Description****PD#:** HTOA173**Shred:** Varies**Installation:** Varies**PARALEGAL SPECIALIST  
GS-0950-07****Replaces PD#:****Major Command:** Varies**Region:** Varies**Citation 1:****PD Library PD:** No**COREDOC PD:** No**Classified By:** ANCR CPOC**Classification Date:****FLSA:** NonExempt**Career Program:** 00**Functional Code:** 00**Competitive Area:** Varies**Competitive Level:** Varies**Drug Test Required:****Financial Disclosure Required:** No**Requires Access to Firearms:** No**Position Sensitivity:** Varies**Emergency Essential:** Varies**CIPMS PD:** No**Acquisition Position:** No**Interdisciplinary:** No**Target Grade/FPL:** 07**Career Ladder PD:** No**MAJOR DUTIES**

Under the provisions of the U.S. Army JAG Corps Summer Intern Program, performs a variety of basic paralegals duties designed both to provide the employee with an understanding of the Department of the Army legal program, policies, and regulations as well as implementing legislation, and to provide additional law clerk support for the organization. The employee performs varied duties in accomplishing assigned projects, studies and cases in the areas of military criminal law, procurement and contract law, claims and tort liability, administrative laws, legal assistance, international affairs, environmental law, and/or litigation.

Duties and tasks may include (but are not limited to):

- (1) reviewing case materials to become familiar with questions under consideration/ searching for and summarizing relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use by attorneys in preparation of opinion briefs, and other legal documents;
- (2) preparing digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
- (3) interviewing potential witnesses and preparing summary interview reports for the attorney's review;
- (4) participating in pre-trial witness conferences, noting any deficiencies in case materials (e.g. missing documents, conflicting statements) and additional issues or other matters requiring investigation by other agency personnel to correct deficiencies or personally conducting limited investigations at the pre-trial stage;

- (5) preparing and organizing trial exhibits, such as statistical charts and photographic exhibits;
- (6) verifying citations and legal references on prepared documents;
- (7) preparing summaries of testimony and depositions;
- (8) drafting and editing non-legal memoranda, research reports, and correspondence relating to cases; and
- (9) performing other duties as assigned.

100%

#### FACTOR 1 Knowledge required by the Position FL 1-6 950 Points

Duties of the position require:

- (1) knowledge of the major statutory provisions pertaining to the work of the organization, and of the principal implementing regulations, policies, and practices of the Department of the Army;
- (2) knowledge of standard legal reporting services and citation systems; and
- (3) skill in the use of fact-finding techniques and in the analysis and presentation of information.

This knowledge and skill is applied in performing assignments selected to develop the employee and to assist in accomplishing legal functions of the organization.

#### FACTOR 2 Supervisory Controls FL2-2 125 Points

The supervisor assigns individual projects, studies and cases with clear, detailed and specific instructions. The employee carries out assignments as instructed and consults with the supervisor on all matters not specifically covered in the original instructions.

Assignments are typically spot-checked while in progress and are reviewed upon completion for accuracy, adequacy, and adherence to instructions and established procedures.

#### FACTOR 3 Guidelines FL 3--2 125 Points

Guidelines include pertinent basic legislation, office procedural manuals, and appropriate references in the law library. Guidelines require interpretation and selection of the most appropriate for various factual situations involved. The supervisor is generally available for assistance when significant deviations from guidelines appear to be required.

#### FACTOR 4 Complexity FL 4-2 75 Points

Assignments include duties such as review and analysis of case materials to locate relevant references and supporting documentation, interviewing possible witnesses, preparation of exhibits, and drafting legal documents such as briefs and opinions for an attorney's use. Decisions regarding what needs to be done are generally limited to choosing the sequence of steps for completing an assignment and selecting among various analytical and legal research methods. Actions to be taken vary depending on the factual situation of each assignment, the legal issues involved, and the problem to be solved.

#### FACTOR 5 Scope and Effect FL 5-2 75 Points

The work consists of individual aspects of the legal work of the office and is designed to provide the opportunity to participate in the application of various laws, regulations, and other legal guidelines in diverse situations. The completed work is used by professional staff and can affect the accuracy of the analysis, development and presentation of their cases.

**FACTOR 6 Personal Contacts FL 6-3 60 Points**

Contacts are with primarily with coworkers in the immediate office and in related or serviced units. Occasionally in highly structured training situations there are contacts with employees of private firms or the general public.

**FACTOR 7 Purpose of Contacts FL 7-1 20 points**

The employee contacts fellow workers to obtain and provide information relating to case activities. Contacts with attorneys for defendants are to provide routine information such as court appearance dates or lists of witnesses. Contacts with potential witnesses are for the purpose of assisting in evaluating their worth as witnesses.

**FACTOR 8 Physical Demands FL 8-1 5 points**

The work is generally sedentary.

**FACTOR 9 Work Environment FL 9-1 5 Points**

Work is performed in a typical office setting with adequate lighting and ventilation.

**TOTAL POINTS: 1440**