



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

Attorney 12 Type I Level D

GS-0905-12 (Type I, Level D)

NOTE: THE SENTENCE IN PART I DESCRIBING THE REASON FOR THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED.

I. INTRODUCTION

The incumbent of this position works on cases or legal issues of minimum to moderate complexity.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a broad array of duties relative to legal issues which have relatively clear precedents and are not too complex factually including developing the legal strategy relative to the particular legal issue, conducting the research, and presenting and defending the legal position taken. Where the incumbent is reviewing applications for specific governmental protection or approval, the incumbent typically has the authority to recommend approval or approve the particular application.

III. FACTOR LEVELS

Factor 1. Knowledge Required by the Position Level 1-6, 950 points

Knowledge of basic legal research techniques in order to research legal issues of moderate complexity. Knowledge of legal procedures sufficient to initiate or respond to adversarial proceedings in the particular context of the subject matter and jurisdiction (e.g. file motion in federal court) or to initiate or respond to action in regulatory setting (e.g. conduct initial review of trademark application). Knowledge of basic legal concepts in order to initiate or formulate responses to a broad array of legal issues of moderate complexity. Knowledge of statutes and/or regulations authorizing agency action within the context of the specific subject matter dealt with by incumbent.

Factor 2. Supervisory Controls Level 2-5, 650 points

Carries out assignments without preliminary instruction. Independently conducts the investigation or negotiation, plans the approach, and develops the completed decision, report, brief, opinion, contract, or other product; or represents the Government at the conference, hearing, or trial. Supervisor may be briefed where there is a precedent setting case or for consistency with agency policy. At this level, the incumbent is usually the lead attorney on the particular case or the advisor to a major agency program which poses routine legal questions.

Factor 3. Guidelines Level 3-4, 450 points

Guidelines such as agency guidelines and regulations, legal precedents, and legal references are applicable in some instances but require initiative and resourcefulness in applying to the specific factual situation. The incumbent must be able to deviate from the traditional methods of dealing with the specific legal issue to develop new or alternative approaches to the problem.

Factor 4. Complexity Level 4-4, 225 points

The complexity of legal matters is characterized by legal questions that can be resolved based on easily determinable facts and clearly applicable precedents. The incumbent determines the manner in which the legal problem is approached and analyzed from a variety of relatively clear alternatives.

Factor 5. Scope and Effect Level 5-4, 225 points

The impact of the legal matters involved is local, or limited to the parties directly concerned, since legal sanctions are relatively minor and involve no new precedents of wider potential impact. Relatively limited sums of money are involved and matters have no widespread social or political impact and there is limited public interest.

Factor 6. Personal Contacts Level 6-4, 110 points

Contacts are with top level personnel both within and outside the agency relative to the legal issues dealt with by the incumbent. Contacts with the private sector are also with top level officials such as partners of large national or international law firms and heads of major corporations. Contacts are of an unstructured nature requiring the incumbent to exercise a great degree of discretion and innovativeness.

Factor 7. Purpose of Contacts Level 7-4, 220 points

At this level, the incumbent must be able to present and defend their legal conclusions whether in court, a regulatory environment, or to a program officials. The incumbent may lead a team of attorneys when involved in litigation and develop and defend the legal strategy taken. When dealing with program officials, the incumbent would be presenting legal options relative to a specific program and play a major role through the use of negotiation skills in the outcome of the particular matter.

Factor 8. Physical Demands Level 8-1, 5 points

The work is sedentary requiring no special physical demands.

Factor 9. Work Environment Level 9-1, 5 points

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, and libraries.

I-D

This position is exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

[Website Feedback](#) [About OHRM](#) [Contact Us](#) [DOCHROC](#) [FOIA](#) [Site Map](#)
[Privacy Policy](#) [Commerce Homepage](#) [Careers at Commerce](#)
[Commerce Employees](#) [HR Practitioners](#)