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Attorney 11 Type I Level C

GS-0905-11 (Type I, Level C)

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

This position is an entry level attorney position. The incumbent works on cases or legal issues of minimum complexity.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of legal duties such as researching relatively clear legal issues, developing drafts of letters, memoranda, and legal documents for use by themselves or a higher graded attorney, or conducting the preliminary review of applications for specific governmental protection or approval. Incumbent is expected to be able to independently present legal conclusions to high level officials as well as outside counsel and other interested groups.

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 2-4, 450 points

Independently plans and organizes work, investigates the facts, searches legal precedents, drafts the necessary legal documents, and develops conclusions and recommendations. Completed work is assumed to be accurate with respect to legal citations, treatment of facts and other aspects of technical treatment and may be subject to review for soundness of approach and argument, application of legal principles, and consistency with governing policies, procedures, and regulations of the agency.

Factor 3. Guidelines FL 3-3, 275 points

Guidelines include agency guidelines and regulations, and legal precedents and legal references which are relatively specific to the particular legal issue dealt with by the incumbent. The incumbent must use judgment in interpreting and adapting these guidelines to the specific situation. From the analysis of these guidelines and application to the particular factual situation, the incumbent must be able to render a preliminary legal opinion or strategy relative to the particular legal issue.

Factor 4. Complexity Level 4-4, 225 points

The complexity of legal matters is characterized by legal questions that can be relatively easily resolved in light of 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 high level personnel both within and outside the agency relative to the most sensitive and complex legal issues. Contacts with the private sector are also with 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 7-3, 120 points

Purpose of contacts at this level is normally to present complex cases, legal opinions or program advice which requires the incumbent to be able to motivate and convince the parties at issue to accept the position of the incumbent. Therefore, the incumbent must be skillful in presenting their case in order to gain the desired effect. When providing legal advice to program officials, the incumbent must be skillful in presenting the legal options and their ramifications.

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-C

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

IV. UNIQUE POSITION REQUIREMENTS

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