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Attorney 11 Type II Level B

GS-0905-11 (Type II, Level B)

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 position. The incumbent works on cases or legal issues of moderate complexity where the factual situation is often complicated and clear precedents are not readily available.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of legal duties such as: researching legal issues which are often factually complex; developing drafts of letters, memoranda, and legal documents for the use by a higher graded attorney; participating in administrative or judicial hearings; or conducting the preliminary review of applications which pose complex factual and legal questions where the applicant is seeking specific governmental protection or approval.

III. FACTOR LEVELS

Factor 1. Knowledge Required by the Position Level 1-7, 1250 points

Knowledge of research strategies and techniques sufficient to research legal issues where no clearly applicable precedents are available or it is arguable which precedents apply. Knowledge of statutes and regulations authorizing agency action as well as in-depth knowledge of the relevant case law. Knowledge of procedural rules and regulations such as Federal Rules of Civil Procedure (FRCP) or appellate procedures sufficient to meet all procedural requirements inherent in the type of issue with which the incumbent is dealing (e.g. sufficient knowledge of Merit Systems Protection Board procedures to conduct all aspects of hearing for agency).

Factor 2. Supervisory Controls Level 2-3, 275 points

Supervisor makes assignment by broadly defining objectives, priorities, and deadlines but expects incumbent to develop strategy relative to the particular legal issue. Where unusual situations arise where there are no clear precedents, the supervisor may assist the incumbent by providing general direction in the area of legal research, but the incumbent is expected to develop the overall strategy for solving the legal problem. Completed work is evaluated on a spot check basis for technical soundness, appropriateness and conformity to policy and requirements.

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 4-5, 325 points

The complexity of legal matters is characterized by difficult legal or factual questions which are part of a broader legal issue. There is often an absence of clearly applicable precedents due to the novelty of the issue and the complexity of the factual situation. In choosing the correct legal strategy for resolving the specific legal issue,

the incumbent must apply a sound knowledge of the specific legal field and creativity to adapt legal theories to the specific factual situation.

Factor 5. Scope and Effect Level 5-5, 325 points

The impact of the matters affects (economically, socially, or politically), either directly or as a legal or administrative precedent, a significant segment of private or public interests, the manufacturers of a given product, or an important program of a government agency. Large sums of money are often either directly or indirectly involved and there is often considerable interest from a significant segment of the population. Because of the potential impact of these legal matters, they are often strongly contested where formal hearings are involved by individuals or corporations.

Factor 6. Personal Contacts Level 6-2, 25 points

Contacts are with industry representatives, private citizen claimants, defendants, petitioners and their attorneys, representatives of operating programs, State and local government, private organizations, and other Government agencies. Contacts are in a moderately structured setting.

Factor 7. Purpose of Contacts Level 7-2, 50 points

Purpose of contacts ranges from obtaining information relative to the specific legal issue through researching legal references or interviewing witnesses, parties, etc., to presenting cases or legal opinions, explaining points of law, participating in negotiations, and advising agency officials.

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.

II-B

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

IV. UNIQUE POSITION REQUIREMENTS

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