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Legal Instruments Examiner 06

GS-0963-06

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 established to examine an assigned docket of legal documents such as applications, petitions, notices and other similar materials for compliance with legal requirements, regulatory and administrative procedures.

II. MAJOR DUTIES AND RESPONSIBILITIES

Analyzes assigned type of legal document or application and supporting materials for completeness of information and compliance with selected portions of applicable regulations and procedures. Grants entitlement requested for applications meeting governing provisions.

Identifies deficiencies in application. Prepares notice to request additional information, identify remedial actions(s) required, timeframes available and fees for correction.

Maintains hardcopy and automated official transaction history for assigned docket. Posts notices sent, amendments and other materials submitted, office actions and unit's final disposition of application.

Provides staff, public, applicants and their representatives with assistance and information on status of application, processing procedures and timeframes for specific factual circumstances and point of contact for public services.

III. FACTOR LEVELS

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION FL 1-4, 550 Pts

Knowledge of an extensive body of rules, procedures and processing stages for examination of assigned type of legal instrument in order to determine compliance with legal criteria and administrative rules, and provide information and assistance on administrative requirements.

Knowledge of work unit's manual and automated control systems in order to maintain transaction history for an assigned docket.

Ability to communicate orally and in writing in order to prepare notices and provide information on examination criteria and administrative procedures to applicants and public.

FACTOR 2 SUPERVISORY CONTROLS FL 2-3, 275 Pts

Supervisor assigns work in terms of priorities and technical methods to be used. Employee independently plans work, resolves problems, and carries out successive steps of assignments. Supervisor or senior employees are available to provide assistance to resolve unusual combinations of facts or circumstances. Work is reviewed for timeliness and technical adequacy.

FACTOR 3 GUIDELINES FL 3-2, 125 Pts

Guidelines are both oral and written and include agency policies and procedures; and user instructions for automated systems. Employee selects the appropriate procedure based on conventional combinations of factual information which have established responses. Unique situations are referred to supervisor or senior employee for resolution.

FACTOR 4 COMPLEXITY FL 4-2, 75 Pts

Work covers discrete portions of the functions involved in a particular administrative stage of the application examination process, such as verification that all administrative information and essential documents have been provided and are responsive to examination criteria, identifying information gaps or factual discrepancies, providing notice to applicants on procedural discrepancies and specific impact on entitlement sought. Work may involve disposition of certain administrative matters where the application conclusively establishes entitlement.

FACTOR 5 SCOPE AND EFFECT FL 5-2, 75 Pts

The purpose of the work is to examine legal documents and applications to determine whether selected portions are in strict compliance with examination criteria and administrative rules. Work directly affects the establishment of an applicant's entitlement and provides the basis for some final actions taken by the agency.

FACTOR 6/7 PERSONAL CONTACTS /PURPOSE OF CONTACTS FL 6/7-2B, 75 Pts

Contacts are with other agency employees, applicants and their representatives. The purpose of the contacts is to obtain or provide information and to explain certain procedural options and their consequences.

FACTOR 8 PHYSICAL DEMANDS FL 8-1, 5 Pts

No unusual physical exertion is required.

FACTOR 9 WORK ENVIRONMENT FL 9-1, 5 Pts

Work is performed in a typical office environment.

Total = 1185 Pts

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

IV. UNIQUE POSITION REQUIREMENTS

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