

# Paralegal Specialist

DEPARTMENT OF COMMERCE

Office of the Secretary

Apply



## Summary

This vacancy is for a Paralegal Specialist position is located in the U.S Department of Commerce, the Office of the Secretary, within the Office of the Chief Counsel for the National Institute of Standards and Technology (NIST). The Paralegal Specialist performs a variety of legal support duties such as legal and factual research, analyze the legal impact of legislative developments and administrative and judicial decisions, and various professional legal work carried out by the office.


[Learn more about this agency](#)

## Overview

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Accepting applications

### Open & closing dates

 05/25/2023 to 06/09/2023

### Salary

\$94,199 - \$122,459 per year

Salary includes 32.49% locality rate

### Pay scale & grade

GS 12

**Location**

Few vacancies in the following location:

 **Gaithersburg, MD**

**Remote job**

No

**Telework eligible**

Yes—as determined by the agency policy.

**Travel Required**

Not required

**Relocation expenses reimbursed**

No

**Appointment type**

Permanent -

**Work schedule**

Full-time -

**Service**

Competitive

**Promotion potential**

12

**Job family (Series)**

[0950 Paralegal Specialist](#)

**Supervisory status**

No

**Security clearance**

[Secret](#)

**Drug test**

No

**Position sensitivity and risk**

[Noncritical-Sensitive \(NCS\)/Moderate Risk](#)

**Trust determination process**[National security](#)**Announcement number**

OS-OGC-DE-23-11979315

**Control number**

728041000

# This job is open to

[? Help](#)**[The public](#)**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

**Clarification from the agency**

All U.S. Citizens

[? Help](#)

This job is also open in another announcement to:



Federal employees - Competitive service



Individuals with disabilities



Special authorities



Peace Corps &amp; AmeriCorps Vista



Veterans



Land &amp; base management

[This job is also open in another announcement to:](#)

[? Help](#)[Federal employees - Competitive service](#)[Individuals with disabilities](#)[Special authorities](#)[Peace Corps & AmeriCorps Vista](#)[Veterans](#)

[Land & base management](#)[? Help](#)

# Duties

As a Paralegal Specialist, you will perform the following duties:

- Conduct legal and factual research, analyzing the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on agency programs.
- Conduct first-level document review and substantive legal analysis of responses to requests for information submitted under the provisions of various acts, including, but not limited to, the Freedom of Information Act and related to litigation. Uses a variety of computer software and resources, including Westlaw, Lexis-Nexis, PACER, and other reference sources such as administrative directives, court reports, and legal publications to assist attorneys in all aspects of legal work.
- Draft, proofread, and edits documents, agreements, correspondence, forms, memoranda and other written materials in adherence with established policies and procedures; legal writing, to include proper citation format, legal reference checking, and application of basic rules of grammar.
- Maintain updated internal docketing records and enters incoming and outgoing correspondence into docketing system daily. Organize patent dockets to support the government interest in intellectual property; assisting patent attorneys in prosecution of patent applications; reviewing technical documents, invention disclosure review, and filings with the Patent and Trademark Office (PTO). Organize and maintain electronic and physical files, accurately processing and tracking legal records, reporting the status of the patent portfolio, and maintain depository account.
- Interprets and applies or explains to others the application of a body of law, regulations, precedents, or theories. Perform substantive analysis of requests for information under the provisions of various acts.
- Provide timely feedback to internal and external queries while exercising attention to detail including meeting federal filing deadlines and established due dates, and providing accuracy in work product, excellent organization, time management, and multi-tasking and proofreading skills.

**This Job Opportunity Announcement may be used to fill other Paralegal Specialist GS-0950-12 positions within the Office of the Secretary in the same geographical location with the same qualifications and specialized experience.**

This position is also advertised under **OS-OGC-ST-23-11979314**, which is open to Merit Promotion eligible applicants. You must apply to both announcements if you want to be considered for both.

[? Help](#)

# Requirements

## Conditions of Employment

- You must be a U.S. citizen to apply for this position.
- You must successfully obtain and maintain a Secret clearance. This may include a credit check, a review of financial issues, as well as certain criminal offenses and illegal use of possession of drugs.
- A probationary period may be required.
- Selective Service: Males born after 12/31/59 must be registered or exempt from Selective Service (see <https://www.sss.gov/>).
- If you receive a conditional offer of employment for this position, you will be required to complete an Optional Form 306, Declaration for Federal Employment, and to sign and certify the accuracy of all information in your application.
- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- Drug Test Required: No
- License required: No
- Pre-employment physical required: No
- Bargaining Unit Position: No
- Confidential Financial Disclosure Report (OGE form 450): No
- Permanent Change of Duty Station (PCS) Expense: will not be paid

## Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.

**SPECIALIZED EXPERIENCE:** To qualify for the GS-12 level: You must possess one full year (52 weeks) of specialized experience equivalent to the next lower-level equivalent to the GS-11 level in the Federal service. **Specialized experience is defined as:**

**Experience drafting legal documents and responses, maintaining electronic files and discovery databases, and researching intellectual property laws, court precedents, and federal regulations in the preparation of litigation.**

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

## Education

There is no education requirements for this position.

## Additional information

[Read more](#)

### Benefits

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

We will review your resume, optional cover letter and supporting documentation to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the vacancy announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire (True/False, Yes/No, Multiple Choice questions) and place you in one of the three pre-defined categories. The categories are "gold", "silver" and "bronze". However, your resume or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. Candidates placed in the "gold" category will be identified for referral to the hiring manager and may be invited for an interview.

How you will be evaluated for preference eligibility: Within each category, those entitled to veterans' preference will be listed at the top of the pre-defined category for which they are placed. Preference eligible with a service-connected disability of 10% or more will be listed at the top of the highest quality category (gold) depending on the position and grade level of the job. For more information on Category Rating, please go to [Category Rating](#).

If you are invited for an interview, you will be asked to bring a copy of your most recent performance appraisal.

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:

- Research and Analysis
- Writing Skills
- Legal, Government, and Jurisprudence
- Manages and Organizes Information
- Technical Credibility

Do NOT include the following types of information in your resume/application. If any are included, you will be deemed INELIGIBLE for consideration.

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

**We recommend that you preview the online questions for this announcement before you start the application process.** To preview the questionnaire, click the following link:

<https://apply.usastaffing.gov/ViewQuestionnaire/11979315>

**Benefits**

**Required Documents**

**How to Apply**

**Fair and Transparent**

## Required Documents

[? Help](#)

A complete application consists of the following:

- **Resume showing relevant experience; cover letter optional.** Your resume should list your educational and work experience including the dates (mm/dd/yy) of each employment along with the number of hours worked per week. Your resume may be used to validate your responses to the scored occupational questionnaire. Your resume should also indicate your citizenship and if you are registered with the Selective Service System if you are a male born after 12/31/59. **Refer to the "How you will be Evaluated" section for types of information not to include in your resume/application.**
- **Veterans' Preference documentation.** Please indicate on your resume the type of veterans' preference you are claiming and provide the appropriate supporting documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.) to validate your claim. For more information regarding eligibility requirements, please go to: <http://www.fedshirevets.gov/job/vetpref/index.aspx>
- **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation,** if applicable (see other information).
- **Education.** If this position requires proof of higher education, or you are substituting education for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp> for more information.



- **Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee?** Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
  - Position title;
  - Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee);
  - Agency; and
  - Beginning and ending dates of appointment.

**You are not required to submit official documents at this time, copies are sufficient.**

**Failure to provide such documents when requested may result in lost consideration.**

**Special Instructions for Foreign Education:** Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website -

<http://www.ed.gov/international/usnei/us/workrecog.doc>. You **MUST** provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation when requested will result in lost consideration.

### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **How to Apply**

 [Help](#)

[Read more](#)

## Agency contact information

 Stacey Sinclair

### Email

[SSinclair1@doc.gov](mailto:SSinclair1@doc.gov)

### Address

Office of the Secretary  
1401 Constitution Ave NW  
Washington, DC 20230  
US

[Learn more about this agency.](#)

## Next steps

[Read more](#)

## Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)


[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)[Privacy Act](#)[Social security number request](#)

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[Noncritical-Sensitive \(NCS\)/Moderate Risk](#)

**Trust determination process**

[National security](#)

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