



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2009-06A

Amends vacancy announcement to extend closing date from April 20, 2009

Opening Date: April 6, 2009

Closing Date: May 04, 2009

Area of Consideration: All Sources - Nationwide

Position Title, Series,
And Grade Level: Legal Assistant
GS-0986-7/8
(Promotion potential to the GS-9 level)

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$41,210 to \$59,333 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – 9th Floor
Washington, D.C. 20036-3457

Duties and Responsibilities: This position is located in the Office of Executive Secretary. The purpose is to serve as primary legal support to the Office of the Executive Secretary providing training, advice and guidance to the Review Commission staff in the processing of contested cases received from the Occupational Safety and Health Administration (OSHA) regional/area offices; cases decided by Administrative Law Judges; and cases under review.

Duties and responsibilities include:

- 1) Reviewing and analyzing cases and independently providing solutions to special situations;
- 2) Serving as the focal point for Review Commission staff responding to questions concerning documents that have been filed in the review of cases;
- 3) Coordinating staff activity in assuring that all new cases are properly docketed. Assuring that data is entered into the computer information/case management and tracking system;
- 4) Reviewing cases with the responsible staff to determine its complexity and if any special problems are involved;

- 5) Reviewing and analyzing the certified list of documents for the U. S. Court of Appeals for content and accuracy. If correct in form and content, the legal assistant signs the certified list and assures that it is filed and served within the due date;
- 6) Certifying, as accurate, those case documents requested by the public;
- 7) Assisting the Executive Secretary in drafting special comments when the motion is circulated and in drafting an order to cover any special circumstances;
- 8) Reviewing Notices of Contest and Citations submitted by OSHA;
- 9) Referring cases to Chief Administrative Law Judge for assignment when required documents have been filed or sufficient time has passed after request for additional documents and those documents have not been filed;
- 10) Maintaining chronological log cases placed on and removed from Commissioners' docket and maintaining a complete listing of all cases on the Commissioners' docket; and
- 11) Providing a variety of additional administrative support to include: typing and proofreading letters and memorandums; maintaining files; receiving and distributing mail and internal correspondence; coordinating Executive Secretary's communications to staff; maintaining attendance records, inputting data into computer, greeting visitors and directing them to appropriate offices; receiving and signing for certified mail and deliveries.

Qualification Requirements:

Applicants must meet the minimum qualification requirements as contained in the Office of Personnel Management's Qualification Operating Manual. These are available on line at www.opm.gov.

Grade 7: You qualify at the GS-7 level if you possess one (1) year of specialized experience equivalent to the GS-6 grade level that equipped you with the particular knowledge, skills, and abilities (KSA's) needed to successfully perform the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-6 grade level. Examples include assisting attorneys and legal assistants by reviewing and researching legal publications, legislation, directives, reference files and historical materials; performing technical, clerical and administrative duties in order to manage court cases; and using automated software to prepare complex legal documents containing tables or graphs.

Grade 8: You qualify at the GS-8 level if you possess one (1) year of specialized experience equivalent to the GS-7 grade level that equipped you with the particular knowledge, skills, and abilities (KSA's) needed to successfully perform the duties of the position: To be creditable, specialized experience must have been equivalent to at least the GS-7 grade level. Examples include interpreting, applying and explaining complex legal provisions, regulations or procedural requirements to a wide range of individuals with varying abilities of comprehension and knowledge of legal documents or legal and judicial processes; experience with docket control and computer case-tracking.

In addition to the qualification requirements listed above, applicants must address (on a separate sheet of paper) the following knowledge, skills, and abilities in order to be considered for this position:

Required Knowledge, Skills, and Abilities:

1. Experience conducting extensive research of records, reference, or historical materials and comparisons with complex or broadly written criteria.
2. Ability to examine, review and prepare legal documents.
3. Skill in the use of automated software programs to produce legal documents.
4. Ability to effectively communicate orally and in writing.

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other characteristics for this position.

How to Apply: You may send your application by mail, deliver it by hand, or e-mail it to oshrcvacancy@oshrc.gov. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to: Linda Beard, Human Resources Specialist
 U. S. Occupational Safety and Health Review Commission
 1120 20th Street, NW, 9th Floor
 Washington, DC 20036-3457
 Telephone Number: (202) 606-5393

To receive consideration, you must submit all of the following:

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: Electronic versions of the OF-612 are available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. Regardless of the form you choose to submit, you must include the following information:
- Vacancy announcement number, and title and grade of the position for which the application is being made.
- Personal information: Full name, mailing address with zip code, day and evening phone numbers, social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: High school name, city and state; colleges or universities attended, city and state, majors and type and years of any degrees (if degree not attained, total credit earned in semester or quarter hours, as applicable).
- Work experience: Job title, duties, accomplishments, employer name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and whether or not your current supervisor may be contacted. [Please prepare a separate entry for each position held.]
- Other qualifications: Job-related training courses (title and year), job-related skills, job-related certificates and licenses, job-related honors, awards, and special accomplishments.

- Supplemental statement: On a separate sheet of paper, a statement describing experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.
- Performance appraisal: A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.
- Proof of Veterans Preference, if claimed: Submit a copy of your DD-214 if you are claiming 5-point preference or if you are claiming 10 point preference and SF-15 with supporting documentation.

All application materials must be received by the closing date of this announcement. Failure to provide complete information will result in the applicant not receiving consideration for this position. Please do not submit additional, unsolicited materials or original documents that you may need in the future. Applications will become part of the staffing case file and will not be returned.

NOTE: If you are a current status candidate and would like to be considered under competitive procedures, you must submit **two** applications, indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If you do not submit an application for both merit promotion and competitive procedures you will be considered only under merit staffing promotion procedures.

General Information:

- Relocation expenses will not be paid.
- All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.
- A preliminary security background check is required for this position.
- United States Citizenship is required.
- Applications will not be accepted in postage paid Government envelopes.

Veterans Preference: If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). Note that recent change in legislation has expanded the eligibility for veteran's preference. To insure consideration, be sure to provide DD-214s to document all active duty time periods. To claim preference as a result of a service-connected disability, please provide a Standard Form 15 (Application for 10-Point Veteran Preference) and the documentation specified on the back of the form. You **MUST** provide documentation dated within the past 12 months which verifies the current status of your "service-connected disability" or other entitlement to the 10-point preference. If such up-to-date documentation is not provided, the 10-point preference cannot be given. The SF-15 can be found on the internet at www.opm.forms.html

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection rights over other applicants for this position. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position.

To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Department of Defense or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Applicants applying under the Veterans Employment Opportunities Act (VEOA) will only be referred if determined to be among the group of best qualified candidates under merit promotion procedures.

The Review Commission provides reasonable accommodation to applicants with disabilities when appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, and membership, or non-membership in an employee organization.