



Direct Hire Authority (DHA) Announcement Recent Graduate

Office of Counsel Seattle District

Salary Range: \$67,816 – \$ 88, 166 (inclusive of FY19 Seattle-Tacoma Locality Pay)

Open Date: 6 May 2019

Closing Date: 28 M a y 2 0 1 9

Position Title: Recent Graduate – Paralegal Specialist, GS-0950-11

Location: U.S. Army Corps of Engineers, Seattle District, Seattle, WA

Duties: Serves as the Senior Paralegal Specialist providing legal assistance to Office of Counsel under the direction of the District Counsel, in the following areas of responsibility:

- Provides general litigation support for cases of a varying complexity and nature in judicial and administrative proceedings. Performs legal research and analysis in the fields of contract law, personnel and employment law, environmental law, tort law, admiralty law, and other legal fields, as necessary.
- Assembles and compiles information for use by staff attorneys. Conducts investigations, summarizes the factual situation, basis of the complaint, legal issues presented, and relevant case law. Assists attorneys handling litigation with trial preparation.
- Prepares and documents the agency's response to interrogatories and discovery requests, and drafts affidavits/declarations and other documents in litigation, through discussions and examination and evaluation of the information obtained orally and in the record.
- Prepares reviews of requests for labor wage determinations, and reviews government contracts for inclusion of appropriate labor clauses, provisions and determinations. Serves as the Contractor Labor Advisor for the Seattle District. Conducts investigations and employee interviews to determine contractors' compliance with the Davis-Bacon Act, Service Contract Act, and other related wage and hour statutes, and assists in developing reports of violations and in executing enforcement and collection actions.
- As the primary Freedom of Information Act (FOIA) Officer, examines, evaluates and performs legal analysis of requests for information under the Freedom of Information and Privacy Acts and transfer of technical data statutes

- Develops and maintains capability in word processing, spreadsheets, graphics, legal files management, network information systems, information retrieval systems and automated legal research (Lexis, Westlaw).
- Performs a variety of administrative or other support functions to the Office of Counsel.

Qualifications:

To qualify for this position under the Pathways Recent Graduate program:

PATHWAYS RECENT GRADUATE REQUIREMENT:

This position is open to recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. (Veterans unable to apply within two years of receiving their degree due to military service obligation have up to six years after degree completion to apply). (You must provide a copy of your transcripts showing the degree conferred.)

***NOTE:** Applications can be accepted from students who expect to complete qualifying education within 3 months from the closing date of this flyer. (Degrees need to be conferred no later than 10-JUL-2019)*

BASIC REQUIREMENT FOR SERIES 0950:

Specialized Experience: One year of specialized experience is defined as experience demonstrating familiarity with the provision of administrative, legal and law-related services in a professional environment; and applying fact-finding and problem-solving methods to issues or inquiries. This definition of specialized experience is typical of work performed at the lower grade/level position in the federal service (GS-09), OR specialized experience may be demonstrated with a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related; education must demonstrate the knowledge, skills, and abilities necessary to do the work.

Highly qualified candidates will have completed a recognized course of study in a program for Paralegal Studies approved by the American Bar Association and possess an Associate's degree in Paralegal Studies; and/or demonstrate greater than two years of experience providing administrative, legal and law-related services in a professional environment.

Knowledge, Skills and Abilities needed for this Position:

- Customer Service
- Office

- Administration
- Legal Concepts, Policies, and Principles
- Conducting & applying legal research and analysis into final work products under supervision of Attorneys

Area of Consideration: All eligible for the Direct Hire Authority (DHA) for Recent Graduates

This Direct Hiring Authority (DHA) allows qualified candidates to be appointed under this authority at the GS-5 through GS-11 levels (or equivalent) for permanent, temporary or term positions in the competitive service.

How to Apply: This is a DHA announcement for a permanent position at the GS-11 (full performance level).

Anyone wishing consideration for this opportunity must submit the following:

- 1. Cover Letter (Optional)*
- 2. Resume*
- 3. Transcripts (An unofficial copy of current transcripts is acceptable)*

Send the above items via email to: stacie.m.keller@usace.army.mil

Other Information:

- Moving assistance MAY be authorized.
- Recruitment/Relocation Incentive MAY be authorized.

Points of Contact: Stacie Keller, stacie.m.keller@usace.army.mil or (206) 316-3952, Mission Support Office, Seattle District Corps of Engineers