

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL.		5. Duty Station ORLANDO, FL.		1. Agency Position No. NL12290	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Statements <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. CPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Exempt (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 0760		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Paralegal Specialist	GS	0950	07		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____

17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Office of the Commander (C)
a. First Subdivision U.S. Army Materiel Command (AMC)	d. Fourth Subdivision Legal Services Office (CL)
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position. _____

Signature of Employee (optional) _____

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
for Harlan F. Gottlieb, Chief Counsel

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date 05/17/01

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
USOPM GS PCS for Paralegal Specialist Series, GS-0950, Aug 86, TS-76, Jul 99, HRC-7; USOPM GS PCS for Legal Clerical & Assistance Series, GS-0986, Jan 92, TS-112, Jul 99, HRC-7.

Typed Name and Title of Official Taking Action
William C. Youmans, Acting Chief of Staff

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature _____ Date 5/18/01

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This is a developmental position for GS-09, JN NL12289. The duties assigned prepare the incumbent for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of this position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD attached.
BUS: 7777

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Substitution <input checked="" type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL.		5. Duty Station ORLANDO, FL.		1. Agency Position No. NL12289	
Explanation: (Show any positions replaced) Replaces: NL11855		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 0901	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CP)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Neutral Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Paralegal Specialist	GS	0950	09	JJ	
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____
 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment
 Department of the Army (DA)

a. First Subdivision
 U.S. Army Materiel Command (AMC)

b. Second Subdivision
 Simulation, Training and Instrumentation Command (STRICOM)

c. Third Subdivision
 Office of the Commander (C)

d. Fourth Subdivision
 Legal Services Office (CL)

e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position. _____
 Signature of Employee (optional)

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a. Typed Name and Title of Immediate Supervisor
 for Harlan F. Gottlieb, Chief Counsel

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date 5/17/01
 Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
 USOPM GS PCS for Paralegal Specialist Series, GS-0905, Aug 86, TS-76, Jul 99, HRCD-7; USOPM GS PCS for Legal Clerical & Assistance Series, GS-0986, Jan 92, TS-112, Jul 99, HRCD-7.

Typed Name and Title of Official Taking Action
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23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 This is a full performance position.
 BUS: 7777

INTRODUCTION

Position is located in the Command Legal Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The major purpose of this position is to conduct ancillary research for the provision of legal opinions, and performs various legal technical support processes, procedures and practices. The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets threat simulators, and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition, beginning with tech base programs and throughout each phase of the acquisition process. The commander centrally directs, coordinates, and supports the materiel development, acquisitions, and sustainment activities through the functional matrix organization and project managers.

MAJOR DUTIES

1. Supports attorneys in performing substantive legal research using computer research methods, a comprehensive file of digested legal decisions, policies, regulations, legal tests, federal and state statutes, cases, opinions, and precedents bearing on the legal issues involved in the particular case.
 - a. Composes and drafts a variety of legal documents and correspondence, such as powers-of-attorney, bills-of-sale, affidavits, advanced medical directives, research memoranda, etc.
 - b. Drafts wills and other estate planning documents ensuring that they conform with applicable laws of all 50 states and U.S. statutes.
 - c. Prepares and coordinates various legal-reporting requirements with higher Department of the Army, Department of Defense and other federal agencies (e.g., DOJ, EEOC, MSPB).
 - d. Attends depositions, interviews legal assistance clients, coordinates and prepares witnesses, and interviews other clients.
2. Reviews OGE 450s (Confidential Financial Disclosure Form) and SF 278s (Public Financial Disclosure Form) for completeness and compliance with Form instructions. Reviews employee's financial assets against AMC Contractor's list for potential conflicts of interest. Corresponds with employees regarding administrative and substantive clarifications of asset holdings. Revises Forms as appropriate prior to Chief Counsel review and signature.

30%

Maintains logs of eligible filers and database of previous year Forms. Provides overall administrative guidance and setup of annual ethics training for Command employees. Prepares, proofreads annual ethics training slides. Arranges for suitable conference rooms and schedules adequate training sessions for all Command employees.

30%

3. As office manager works independently within the regulations, established guidelines and internal operating procedures to ensure the efficient and smooth running of the office. Compiles reports and composes correspondence. Utilizing office sources, compiles and consolidates information reports in regard to claims, military justice, legal assistance and ethics. Provides information from office files, law library, LEXIS, or other sources to the Command Group, higher headquarters, other organizations, and the general public upon request. 20%
4. Uses automated systems (e.g., personal computer, laser printers, JAZ drives and other systems) to prepare a variety of documents from written material or voice recordings to include military and non-military correspondence, reports, memorandums, investigations, wills, and legal briefs, as well as all other legal documents listed in above, requiring a knowledge of grammar, spelling, capitalization, punctuation, and proper format. Position requires a knowledge of the capabilities, operating characteristics, and advance functions of word processing, spreadsheet, graphics, email, calendar, travel, and time-keeping software programs, among others, some of which are unique to the Legal Office. Many documents prepared require use of appropriate legal format and terminology. Applies knowledge of the functional capabilities of each software type to determine the best system for the function to be performed. Uses own initiative to create and prepare a variety of documents assuring propriety of form and procedural accuracy. The work is performed in accordance with established rules, regulations, procedures, and office automation practices. 10%
5. Receives all telephone calls and visitors. Determines nature and purpose of call or visit and initiates action or handles request as required. Responds to requests for information concerning Legal Office functions. Follows up on action items resulting from conferences and meetings. Receives and reviews all incoming mail, correspondence, suspenses, publications, regulations and directives. Takes appropriate action on items that can be handled personally. Maintains attorney's calendar - schedules appointments and meetings. Makes all necessary travel, meeting, and conference arrangements. Prepares travel vouchers and reports. Coordinates with all parties involved ensuring conferences and other visits are successful. Updates and maintains Legal Office library. Posts additions to loose-leaf services and ensures library resources are correct and current. 10%
6. Performs other duties as assigned.