

**Classification:** Paralegal Specialist, 0950-II

**Local Title:**

**Employing Office Location:** Orlando, Florida

**Duty Station:** Orlando, FL

**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)

1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

2<sup>nd</sup> Div: Immediate Office of the Deputy PEO

3<sup>rd</sup> Div:

4<sup>th</sup> Div:

**Supervisor's 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.

**Immediate Supervisor:** Harlan F. Gottlieb

**Title:** Chief Counsel

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 3/28/03

**Higher Supervisor or Manager:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** James L. Laughlin, COL

**Title:** Chief of Staff

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 4/2/03

**FLSA:** Non-Exempt **BUS Code:** 7777 **CL:** 204

**Drug Test:** No **Emergency Ess:**

**Key Position:** **OPM Functions Code:**

**Sensitivity:** NCS **Status:** Competitive

**Reason for Submission:** Acq Demo Conversion **Subject to IA:** No

**Previous PD Number:** Various **Mobilization:**

**Envir. Diff:** **Career Prg ID:**

**Acq Posn Category:** **CAPL Number:**

**Acq Career Level:** **Acq Posn Type:**

**Acq Special Asgmt:** **Acq Prog Ind:**

**Career Spec – Primary:** **Career Spec – Sec:**

**Cont Job Site:** **Mobility:**

**Financial Disclosure:**  Public Financial  Confidential Financial

Supervisor  Manager  Neither

**Citation 1:** USOPM PCS for Paralegal Specialist Series, GS-0950 TS-76 August 1986

**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Citation 3:** Acquisition Demo Position Requirements Document

**Acquisition Workforce Demo Project  
Position Requirements Document**

I. Organization information:

Position is located in the office of the Deputy Program Executive Officer in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Paralegal Specialist, NH-0950-II

III. Duties:

1. Supports attorneys by 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 "DoD Contractors with Contracts Exceeding \$25,000" 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. Maintains logs of eligible filers and database of previous Year Forms. Provides overall administrative guidance and setup of annual ethics training for PEO employees. Prepares

and/or proofreads annual ethics training slides. Arranges for suitable conference rooms and schedules adequate training sessions for all PEO 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 PEO and other managers and executives, higher headquarters, other organizations, and the general public upon request 20%

4. Uses automated systems (e.g., personal computer, laser printers 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. Uses own initiative to create and prepare a variety of documents assuring propriety of form and procedural accuracy. 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.

6. Performs other duties as assigned.

#### IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes

commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

**Selective requirements, i.e., security clearance, license, critical acquisition position, etc.**

**(If applicable modify as needed - otherwise delete)**

Incumbent must be able to obtain and maintain a **Secret** security clearance.

May be required to travel within the U.S./overseas by **commercial/military** aircraft.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) FOR QUALIFICATION PURPOSES**

**(DELETE INAPPROPRIATE ONES - ADD OTHERS AS NEEDED)**

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to execute projects and/or studies within established time constraints

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit

Ability to advise others

Knowledge of the capabilities, operating characteristics, and advance functions of word processing, spreadsheet, graphics, email, calendar, travel, and time-keeping software programs,

Knowledge of appropriate legal format and terminology.

Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation

Ability to access or locate information through the use of a personal computer or terminal

Skill in using a keyboard; a qualified typist is required

Knowledge of general office administrative and clerical procedures