

"OGC-2013-0001" Vacancy Details

About

Announcement Number: OGC-2013-0001
Hiring Agency: NUCLEAR REGULATORY COMMISSION
Position Title: Paralegal Specialist
Open Period: 10/23/2012 - 10/26/2012
 Format MM/DD/YYYY

This vacancy is limited to a certain number of applicants and may close before the close date listed here if that limit is reached.

Series/Grade: GG - 0950 09/11
Salary: USD \$51,630 - USD \$81,204
Work Schedule: Full-time - Full Time
Promotion Potential: GG-11
Duty Location(s): 3 Vacancy in
 Rockville, MD, US
Telework Eligible: No
For More Info: Tina Blair
 301-415-0556
 Tina.Blair@nrc.gov

Overview

Who May Apply/Clarification From the Agency: Applications will be accepted from United States citizens. Veterans, please visit: <http://www.fedshirevets.gov>

NOTE: We are accepting 250 applications for this vacancy. When 250 applications have been received, the vacancy will close effective the end of business on that day. We will process all applications received by close of business on the day our limit was reached.

Security Clearance Required: L Access Authorization

Appointment Type Permanent

Appointment Type Details: Permanent

Marketing Statement: The U.S. Nuclear Regulatory Commission (NRC) is proud to be ranked as a BEST Place to Work in the Federal Government. We've earned our top ratings by creating a work environment rich in opportunity, diversity, leadership training, teamwork, and work life balance. Help guide our nation into the next generation of nuclear safety! Begin a challenging career with the U.S. Nuclear Regulatory Commission where you can be part of a select group of professionals who protect people and the environment with the peaceful use of nuclear materials in medicine, industry and research. To find out more about the NRC, we invite you to visit us on the web at www.nrc.gov.

Summary: These positions are located in the Office of the General Counsel.

The supervisor for the position located in the Division of New Reactors Programs is Catherine Scott, Acting Assistant General Counsel for New Reactor Programs.

The supervisor for the position located in the Division of Materials and Litigation Enforcement is Mary Baty Spencer, Acting Assistant General Counsel for Materials and Litigation Enforcement.

The supervisor for the position located in the Division of Operating Reactors is Edward Williamson, Assistant General Counsel for Operating Reactors.

These positions are in the Bargaining Unit.

This position requires occasional travel.

Travel expenses associated with interview may be paid.

Relocation expenses associated with job offer will not be paid.

If additional vacancies occur, additional selections may be made from this vacancy announcement.

Supervisory Position: No

Relocation Expenses Reimbursed: No

Duties

The successful candidate will perform the full range of paralegal specialist duties for the division. Such duties include but are not limited to:

1. Perform extensive research to supply needed factual information for inclusion in legal memoranda, briefs, and other legal documents.
2. Draft briefs, pleadings, correspondence, and other legal documents reflecting facts and citations discovered during the course of legal research for review and approval by attorneys.
3. Review legal documents using specialized knowledge of particular laws, rules, regulations, and practices to: 1) assemble various portions of the documents; 2) verify citations, footnotes, and textual references for accuracy; and 3) assure completeness of information and conformance to laws, rules, and regulations.
4. Finalize legal documents by: 1) placing in proper format using document processing software (e.g., Microsoft Office, Adobe Acrobat); 2) adding tables of contents, indexes, and tables of authorities; and 3) ensuring compliance with electronic filing and office requirements.
5. Establish and maintain: 1) electronic adjudicatory hearing and mandatory disclosures files; 2) trial briefing files suitable for attorney use during case preparation, hearing, and appeal; and 3) an accounting system for all materials to be used as exhibits in adjudicatory proceedings.

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Qualifications and Evaluations

Requirements: You must meet the qualifications for this position by no later than 30 calendar days after the closing date of this announcement and before placement in the position.

- Key Requirements:**
- U.S. Citizenship Required
 - This is a Drug Testing position.
 - Background investigation leading to a clearance is required for new hires.

Education Requirements: **Education:** If you are qualifying for this position based on education or through a combination of education and experience, you must include an unofficial copy of your graduate school transcripts with your application. Graduate education and degrees must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education. For a list of schools which meet these criteria, please refer to <http://www.ope.ed.gov/accreditation/search.aspx>. If you are qualifying based on foreign education, you must submit proof of credibility of education as evaluated by a credentialing agency; more information may be found at: <http://www.opm.gov/qualifications/SEC-II/s2-e4.asp#e4a>.

Evaluations: When the application process is complete, your application will be reviewed to determine if you meet the job requirements. You will be rated based on the information provided in your resume to determine your level of knowledge, skill and ability related to the job requirements. If you are among the top candidates for this position, your application will be referred to the hiring manager. Please keep in mind your resume is of key importance for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to submit a thorough resume that directly relates to this position.

Qualifications: The ideal candidate will be able to demonstrate the following:

1. Demonstrated ability to utilize electronic (e.g., Lexis and Westlaw), web-based, and hard-copy library resources to conduct legal research and analysis.
2. Demonstrated ability to prepare briefs, pleadings, motions, reports, and other legal documents for attorneys by: 1) drafting content and providing proper legal citations; 2) reviewing for completeness of information and conformance to laws, rules, and regulations; and 3) finalizing by placing in proper format using document processing software and ensuring compliance with electronic filing requirements.
3. Demonstrated ability to establish and maintain systems and files to manage adjudicatory hearings, mandatory disclosures, exhibits, and all aspects of proceedings using a variety of Microsoft-based software platforms.

In addition to the above, to qualify for this position you must meet the following requirements:

GG-9 Grade Level:

A. Applicants must have one year of specialized experience at the next lower grade level in the Federal service or equivalent experience in the private or public sector; OR

B. Have a Master's or equivalent graduate degree OR 2 years of progressively higher level graduate education leading to such a degree or LL.B. or J.D. Education at the graduate level must be from an accredited college or university and must be in a **related field (e.g., Criminal Justice, Law)** which demonstrates the knowledge, skills, and abilities necessary to perform the duties of the position; OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 1 full year.

Specialized Experience for the GG-9: is defined as experience performing paralegal or legal work which demonstrates a basic knowledge of legal research and the ability to interpret legal decisions. Examples of specialized experience may include the following: verifying citations and legal references on prepared legal documents; preparing and organizing trial exhibits; conducting legal research for relevant articles in law reviews, published studies, and similar materials for use by attorneys in the preparation of briefs, pleadings, and other legal documents; preparing digests of selected decisions or opinions which incorporate legal references and analysis of precedents involved in areas of well-defined and settled points of law; finalizing legal documents and correspondence by placing in proper format using document processing software, editing (adds tables of contents, indexes, and tables of authorities), and ensuring compliance with electronic filing requirements.

A description of how you possess the specialized experience as well as how you meet the qualifications desired in an ideal candidate should be addressed in your resume.

GG-11 Grade Level:

A. Applicants must have one year of specialized experience at or equivalent to the next lower grade level in the Federal service or equivalent experience in the private or public sector; OR

B. Have a Ph.D. or equivalent doctoral degree, or completed three full years of progressively higher level graduate education leading to such a degree, or LL.M. Education at the graduate level must be from an accredited college or university and must be in a **related field (e.g., Criminal Justice, Law)** which demonstrates the knowledge, skills, and abilities necessary to perform the duties of the position; OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 2 full years.

Specialized Experience for the GG-11: is defined as experience performing a variety of analytical paralegal or legal work which demonstrates a practical knowledge of law, the litigation and judicial process, and applicable rules, regulations, policies, and procedures. Examples of specialized experience may include the following: researching legal issues using various resources and preparing written summaries of the pertinent results for use by attorneys; drafting briefs, pleadings, and other legal documents reflecting facts and citations discovered during the course of legal research for attorney review and use; supporting attorneys in litigation, including tracking or coordinating a large volume of discovery, disclosures, and legal exhibits; drafting, formatting, and citation checking legal documents using word processing software.

A description of how you possess the specialized experience as well as how you meet the qualifications desired in an ideal candidate should be addressed in your resume.

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Benefits and Other Info

Benefits: As an NRC employee you will enjoy excellent Federal Benefits, including: comprehensive health and life insurance plans; Flexible Spending Account Program for health and dependent care; Long Term Care Insurance; Dental and Vision Insurance; retirement savings and investment plan similar to 401(k) (Thrift Savings Plan); annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits. This link provides an overview of the benefits currently offered to Federal employees : https://help.usajobs.gov/index.php/Pay_and_Benefits.

Other Information: Individuals who are eligible for non-competitive appointment under an OPM special appointing authority may apply for consideration under a comparable NRC non-competitive appointing authority. The NRC provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application or hiring process, please notify the Disability Program Coordinator, Peggy Etheridge, at (301)492-2212. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Selectees will be required to complete a "Declaration of Federal Employment", (OF-306), prior to being appointed to determine their suitability for Federal employment and to authorize a background investigation. False statements or responses on your resume or questionnaire can jeopardize your employment opportunity and subject you to disciplinary action, including removal from Federal service. A transferable security clearance from another agency or a background investigation leading to a clearance is required for all new hires. To begin work at the NRC without a security clearance, you must be granted a temporary waiver of the required clearance, referred to as a 145(b) waiver. To be eligible for a 145 (b) waiver you need favorable education verification, and reference, credit, and criminal history checks. If a waiver is granted, the successful completion of a background investigation and favorable adjudication is required for continued employment. If you have resided outside the U.S. for an extended period of time, the agency may not be able to (1) grant the 145(b) waiver where the required investigation cannot be completed in a timely manner, or (2) achieve timely completion of the background investigation required for a security clearance. The NRC is a zero tolerance agency with respect to illegal drug use. Individuals selected for this position will be subject to pre-appointment drug testing unless currently in a NRC position subject to random drug testing AND will be subject to random drug testing upon appointment to the NRC.

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How to Apply

How to Apply: Your application for this vacancy must be received online via the USAJOBS application system BEFORE midnight Eastern Time on the closing date of this announcement. If you fail to submit a complete online application, you will not be considered for this position. Paper applications will not be accepted unless hardship circumstances can be demonstrated and requests for extensions WILL NOT be granted. If applying online poses a hardship for you, the Human Resources Specialist listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants must contact the Human Resources Specialist BEFORE the closing date to speak to someone who can provide assistance for online submission. You will be rated based on the information provided in your resume. Breadth, recency, and length of experience in the field; training, awards, and commendations; past and current performance; and community or outside professional activities will be considered to determine your level of knowledge, skill or ability for this position. To begin the application process, select the "Apply On-line" button to the right on this screen. Then follow the prompts to login/register, submit all required supplemental documents, and complete the application process.

NOTE: We are accepting 250 applications for this vacancy. When 250 applications have been received, the vacancy will close effective the end of business on that day. We will process all applications received by close of business on the day our limit was reached. If the application limit is reached on the same day the announcement opened, the open and close date will be the same.

Required Documents: List of supplemental material that may be applicable: If you are a NRC employee you are required to submit your most recent Rating of Record (Performance Appraisal) or a statement saying that one is not available. If you are a current/reinstatement eligible Federal employee with status (Tenure Group 1 or 2), you will be considered under our merit promotion procedures and must submit a copy of your most recent SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility. If you are a Veteran claiming 5-point Veterans' Preference, you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If you are a Veteran claiming 10-point Veterans' Preference, you must submit a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form. You can find additional information about Veterans' Preference at <http://www.fedshirevets.gov/>. If you are qualifying for this position based on graduate education, you must submit copies of your University Transcripts. All supplemental documents will now be collected electronically and should be submitted before the closing date of this vacancy announcement. File uploads are limited to 3MB in size. You have three choices for submitting your supplemental documents: 1. Use the "USAJOBS" feature to download documents from your USAJOBS portfolio; or 2. use the "Upload" feature to upload documents directly from your computer. The following types of documents can be uploaded: .gif, .jpeg, .png, .rtf, .pfg, and .doc; or 3. use the "Fax" feature to print the Fax Cover Sheet and fax it, along with your supplemental documents to 1-571-258-4052.

Next Steps: You may check the status of your application at any time after the announcement closes by logging onto USAJoBs and selecting "Application Status."

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

"OGC-2015-0009" Vacancy Details

About

Announcement Number: OGC-2015-0009

Hiring Agency: NUCLEAR REGULATORY COMMISSION

Position Title: Paralegal Specialist (GG-7/9/11, FPL-11) (0950)

Open Period: 11/03/2015 - 11/23/2015
Format MM/DD/YYYY

Series/Grade: GG - 0950 07/09/11

Salary: USD \$43,057 - USD \$82,840

Work Schedule: Full-time - Full Time

Promotion Potential: GG-11

Duty Location(s): 1 Vacancy in
Rockville, MD, US

Telework Eligible: No

For More Info: Lisa.Feizollahi
301-287-0664
Lisa.Feizollahi@nrc.gov

Overview

Who May Apply/Clarification From the Agency: Applications will be accepted from U.S. Nuclear Regulatory Commission employees on permanent or competitive Term appointments. L Access Authorization

Security Clearance Required: Permanent

Appointment Type: Permanent

Appointment Type Details: The U.S. Nuclear Regulatory Commission (NRC) is proud to be ranked as a BEST Place to Work in the Federal Government. We've earned our top ratings by creating a work environment rich in opportunity, diversity, leadership training, teamwork, and work life balance. Help guide our nation into the next generation of nuclear safety! Begin a challenging career with the U.S. Nuclear Regulatory Commission where you can be part of a select group of professionals who protect people and the environment with the peaceful use of nuclear materials in medicine, industry and research. To find out more about the NRC, we invite you to visit us on the web at www.nrc.gov.

Marketing Statement:

Summary: This position is located in the Office of the General Counsel.

The supervisor for the position is Bradley Jones, Deputy General Counsel for the Office of General Counsel.

This position is a Non-Bargaining Unit position.

This position requires no travel.

Travel expenses associated with interview may be paid.

Relocation expenses associated with job offer will not be paid.

Supervisory Position: No

Relocation Expenses Reimbursed: No
Not Required

Travel Required:

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Duties

The successful candidate will perform the full range of paralegal specialist duties for OGC divisions, as assigned. Such duties include but are not limited to:

1. Perform extensive research to supply needed factual information for inclusion in legal memoranda, briefs, and other legal documents.
2. Draft briefs, pleadings, correspondence, and other legal documents reflecting facts and citations discovered during the course of legal research for review and approval by attorneys.
3. Review legal documents using specialized knowledge of particular laws, rules, regulations, and practices to: 1) assemble various portions of the documents; 2) verify citations, footnotes, and textual references for accuracy; and 3) assure completeness of information and conformance to laws, rules, and regulations.
4. Finalize legal documents by: 1) placing in proper format using document processing software (e.g., Microsoft Office, Adobe Acrobat); 2) adding tables of contents, indexes, and tables of authorities; and 3) ensuring compliance with electronic filing and office requirements.
5. Establish and maintain: 1) electronic adjudicatory hearing and mandatory disclosures files; 2) trial briefing files suitable for attorney use during case preparation, hearing, and appeal; and 3) an accounting system for all materials to be used as exhibits in adjudicatory proceedings.

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Qualifications and Evaluations

Requirements: You must meet the qualifications for this position by no later than 30 calendar days after the closing date of this announcement and before placement in the position.

Key Requirements:

- This is a Drug Testing position.

Education Requirements: **Education:** If you are qualifying for this position based on education or through a combination of education and experience, you must include an unofficial copy of your school transcripts with your application. Education and degrees must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education. For a list of schools which meet these criteria, please refer to <http://www.ope.ed.gov/accreditation/search.aspx>. If you are qualifying based on foreign education, you must submit proof of credibility of education as evaluated by a credentialing agency; more information may be found at: <http://www.opm.gov/qualifications/SEC-II/s2-e4.asp#e4a>.

Evaluations: When the application process is complete, your application will be reviewed to determine if you meet the job requirements. You will be rated based on the information provided in your resume to determine your level of knowledge, skill and ability related to the job requirements. If you are among the top candidates for this position, your application will be referred to the hiring manager. **Please keep in mind your resume and responses to any vacancy questions are of key importance for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to submit a thorough resume and complete responses to all vacancy questions that directly relates to this position.**

Qualifications: In order to qualify for this position, you must meet the following requirements:

Specialized Experience for the GG-7 is defined as one year of experience at the GG-5 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as:

A. Work where the applicant performed legal research and summarized findings for reports.

OR

B. Education: 1 full year of graduate-level education OR superior academic achievement (GPA of 2.95 or higher).

OR

C. Have a combination of specialized experience as described in "A" above and graduate-level education as described in "B" above.

Specialized Experience for the GG-9: is defined as one year of experience at the GG-7 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as:

A. Experience where the applicant performed legal research and prepared necessary documentation in support of legal recommendations and/or responses to legal proceedings, contracts, or real estate closings.

OR

B. Master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree OR LL.B or J.D. in an accredited college or university that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 1 full year.

Specialized Experience for the GG-11 is defined as one year of experience at the GG-9 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities necessary to perform the duties of the position. Specialized experience is defined as:

A. Work experience where the applicant has regularly performed legal research and prepared necessary documentation in the course of real estate closings, real estate transactions, or other housing areas, as well as responding to Freedom of Information Act (FOIA) requests.

OR

B. Education: Ph.D., equivalent doctoral degree, or three full years of progressively higher level graduate education leading to such a degree, OR LL.M., in an accredited college or university that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 2 full years.

A description of how you possess the specialized experience as well as how you meet the qualifications desired in an ideal candidate should be addressed in your resume and vacancy question responses.

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Benefits and Other Info

Benefits: As an NRC employee you will enjoy excellent Federal Benefits, including: comprehensive health and life insurance plans; Flexible Spending Account Program for health and dependent care; Long Term Care Insurance; Dental and Vision Insurance; retirement savings and investment plan similar to 401(k) (Thrift Savings Plan); annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits. This link provides an overview of the benefits currently offered to Federal employees: https://help.usajobs.gov/index.php/Pay_and_Benefits.

Other Information:

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How to Apply

How to Apply: We strongly encourage you to read the entire announcement before you submit your application for this position.

Your application for this vacancy must be received online via the USAJOBS application system BEFORE midnight Eastern Time on the closing date of this announcement. If you fail to submit a complete online resume, including responding to all long answer (job specific/KSA) vacancy questions, you will not be considered for this position. Paper applications will not be accepted unless hardship circumstances can be demonstrated and requests for extensions WILL NOT be granted. If applying online poses a hardship for you, the Human Resources Specialist listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants must Contact the Human Resources Specialist BEFORE the closing date to speak to someone who can provide assistance for online submission.

You must answer all long answer (job specific/KSA) vacancy questions. You will be rated based on your responses to all long answer (job specific/KSA) vacancy questions and especially the information provided in your resume. Breadth, recency, and length of experience in the field; training, awards, and commendations; past and current performance; and community or outside professional activities will be considered to determine your level of knowledge, skill or ability for this position. Abbreviated responses to the vacancy questions, such as "significant experience" or "see resume" do not provide enough information and should not be used. You will not be considered for this position if you leave any of the long answer (job specific/KSA) vacancy questions unanswered.

To begin the application process, select the "Apply On-line" button to the right on this screen. Then follow the prompts to login/register, submit all required supplemental documents, and complete the application process.

Required Documents: As a NRC employee you are required to submit your most recent Rating of Record (Performance Appraisal) or a statement saying that one is not available. You may do so either electronically, following the instructions below, or by sending one copy by mail to:

Lisa Feizollahi, HR Specialist
Mail Stop: 3WFN-03A12M

All supplemental documents can now be collected electronically and should be submitted before the closing date of this vacancy announcement. You have three choices for submitting your supplemental documents:

1. Use the "USAJOBS" feature to download documents from your USAJOBS portfolio; or
2. use the "Upload" feature to upload documents directly from your computer. The following types of documents can be uploaded: .gif, .jpeg, .png, .rtf, .pdf, and .doc; or
3. use the "Fax" feature to print the Fax Cover Sheet and fax it, along with your supplemental documents to 1-571-258-4052.

Next Steps: You may check the status of your application at any time after the announcement closes by logging onto USAJOBS and selecting "Application Status."

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

Paralegal Specialist, GG-0950-07
U.S. Nuclear Regulatory Commission
Office of the General Counsel

FUNCTIONAL STATEMENT

Serves as a paralegal specialist in the Office of the General Counsel. Assists in performing legal research and closely related duties in support of attorneys engaged in NRC's legal matters and projects as assigned.

REGULAR DUTIES

Provides legal research support using office or attorney files, internet sources, library reference files, NRC records, private and governmental studies, and other pertinent sources, to supply needed factual information for inclusion in memoranda, briefs, and similar documents. Prepares reports and proposed correspondence and pleadings for use by attorneys in the preparation of opinions, briefs, and other legal documents. Shepardizes cases cited in briefs, motions, etc.

Participates in the preparation and maintenance of initial and ongoing electronic adjudicatory hearing files and mandatory disclosures files. Generates electronic privilege logs and assists in assessing relevance and privileged nature of documents in individual cases. Assists in the preparation of affidavits for staff office personnel for compliance with hearing file obligations.

Reviews legal decisions, opinions, rulings, memoranda, and other legal documents and material and assists in the preparation of digests of the points of law involved for the internal use of the agency. Assists in the selection, compilation and summary of substantive information on statutes, treaties, and specific legal subjects for the use of others. Assists in researching transcripts of testimony (hearing or deposition) and indexes documents in accordance with legal categories determined by the attorney to whom assigned, extracting all pertinent legal portions.

Assists in establishing and maintaining an accounting system for all materials to be used as exhibits in adjudicatory proceedings, preparing lists and tables to correlate the exhibits with transcripts and to keep a strict account of the exhibits used in adjudicatory proceedings. Assists in preparing and organizing charts, graphs, and other material used for exhibits in court.

Prepares notices, stipulations, receipts, and notices of appearance withdrawal of attorneys. Prepares tables of contents, indexes, and tables of authorities for legal briefs, memoranda, and other such documents, reviewing and researching citations, footnotes, textual references, and other entries for accuracy.

Assists in establishing and maintaining trial briefing files suitable for the supervising attorney's use during case preparation, hearing, and appeal that contain pertinent interrogatories, pleadings, memos, admissions, case law, motions, affidavits, correspondence, exhibits, etc., relevant to the issues being adjudicated. Assists in finalizing briefs and other pleadings by

checking citations and record references, by putting together attachments and exhibits, and by preparing tables of contents and authorities, as required. Assists in reviewing substantive materials prior to review by attorneys, separating the materials into categories of importance.

Drafts for review memoranda reflecting facts, sources, citations, etc., discovered during the course of legal research. Prepares cases pending and other reports that provide the status of different proceedings. Assists with compiling resource data used to develop and formulate an OGC Division's annual budget input. Assists in the annual review and update of the OGC Practice and Procedures Digest. Assists in the preparation of documents and checks for completeness of information and conformance to pertinent laws, rules, regulations, precedents, and office requirements. Assists in arranging with the Program Support Branch needed support services required by attorneys assigned to a case, i.e., arranging overtime, additional staff, etc.

BASIC SKILLS

Knowledge and skill in the use of well-established, well known and accepted professional legal theories, principles, concepts, and practices for the research and analysis of legal problems.

Knowledge of information resources within the Federal Government and law libraries sufficient to obtain information and/or documents relative to the work performed in the office.

Ability to recognize, interpret, understand and apply the applicable titles and sections, etc., of the laws and regulations of the NRC including the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act, as amended, the Freedom of Information Act, the National Environmental Policy Act, the Federal Tort Claims Act, the Privacy Act, NRC rules, regulations and orders, Management Directives, OGC Operating Manual chapters, and agency practices and procedures as related to work performed in the Office.

Ability to develop practical and efficient methods to resolve specific problems.

Ability to clearly interpret all legal policies and procedures in specific areas of assigned responsibility.

Ability to evaluate and research pertinent facts and evidence.

Ability to perform fundamental computerized and manual legal research and analysis.

Ability to draft for review briefs, motions, reports, correspondence and other legal documents.

Ability to establish and maintain hearing record files.

Ability to effectively communicate orally and in writing.

Ability to deal tactfully and discretely with others.

Ability to coordinate legal and administrative matters with other offices.

Skills in using information technology, including Microsoft Office applications and legal-research databases.

Ability to train others on the use of new or updated electronic information filing applications.

Ability to handle multiple projects simultaneously and prioritize effectively.

CONTACTS

Frequent contact with the Deputy Assistant General Counsel and members of the legal staff of the Division to which assigned to receive assignments.

Frequent contact with legal and administrative staff in other Divisions of the Office of the General Counsel and client offices throughout the NRC to exchange information.

Occasional contact with representatives of private law firms and applicant's legal staff for scheduling purposes.

Some contact with witnesses to proceedings for the purpose of witness preparation.

Some contact with middle management to exchange information on legal decisions utilized in the preparation of legal documents.

Some contact with other government agencies and law offices to furnish or obtain legal information and documents.

Some contact with the Solicitor in connection with court litigation.

RESPONSIBILITY FOR DECISIONS

Supervision Received:

Deputy Assistant General Counsel.

General Supervision "B".

General supervision is received from the Attorney to whom assigned who indicates the immediate objectives and the nature of the results to be expected. Actual and potential research sources may be discussed. The supervising attorney may review recommended work plans and all completed work to observe adequacy of research methods and practices, providing advice where needed. Completed work is reviewed from the standpoint of adequacy, completeness, and validity of conclusions reached. The incumbent must be able to select and

adopt methods and piece together the most effective techniques applicable to the problem. Projects are assigned with a general description of the approach and the results to be obtained.

INDEPENDENT ACTION

Assists in assembling, organizing and drafting memoranda, letters, briefs and related legal documents as assigned.

Conducts less complex legal research and analysis.

SUPERVISION

None.

WORKING CONDITIONS

Normal.

EFFORT

Normal.

Paralegal Specialist

Nuclear Regulatory Commission

Summary

This position is located in the Program Support Branch, Legal Research Center, Office of the General Counsel. The supervisor for the position is Jennifer Borges-Roman, Team Leader. This position is not in the bargaining unit. This position requires no travel and the travel expenses associated with interview may be paid. Relocation expenses associated with job offer will not be paid.

Overview

Reviewing applications

Open & closing dates

🕒 04/14/2020 to 05/04/2020

Salary

\$48,670 - \$93,638 per year

Pay scale & grade

GG 07 - 11

Location

1 vacancy in the following location:

📍 N Bethesda, MD

1 vacancy

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time - Full Time

Service

Excepted

Promotion potential

11

Job family (Series)[0950 Paralegal Specialist](#)[\(/Search/Results?j=0950\)](/Search/Results?j=0950)**Supervisory status**

No

Security clearance[Access Authorization](#)[\(/Help/faq/job-announcement/security-clearances/\)](/Help/faq/job-announcement/security-clearances/)**Drug test**

Yes

Announcement number

OGC-2020-0005

Control number

565536000

THIS JOB IS OPEN TO

**Internal to an agency**

Current federal employees of this agency.

Clarification from the agency

Applications will be accepted from U.S. Nuclear Regulatory Commission employees on permanent or competitive Term appointments.

Duties

The successful candidate will perform the full range of paralegal specialist duties for OGC divisions, as assigned. Such duties include but are not limited to:

1. Perform extensive research to supply needed factual information for inclusion in legal memoranda, briefs, and other legal documents.
2. Draft briefs, pleadings, correspondence, and other legal documents reflecting facts and citations discovered during the course of legal research for review and approval by attorneys.
3. Review legal documents using specialized knowledge of particular laws, rules, regulations, and practices to: 1) assemble various

portions of the documents; 2) verify citations, footnotes, and textual references for accuracy; and 3) assure completeness of information and conformance to laws, rules, and regulations.

4. Finalize legal documents by: 1) placing in proper format using document processing software (e.g., Office 365, Adobe Acrobat); 2) adding tables of contents, indexes, and tables of authorities; and 3) ensuring compliance with electronic filing and office requirements.

5. Establish and maintain: 1) electronic adjudicatory hearing and mandatory disclosures files; 2) trial briefing files suitable for attorney use during case preparation, hearing, and appeal; and 3) an accounting system for all materials to be used as exhibits in adjudicatory proceedings.

Requirements

Conditions of Employment

- This is a Drug Testing position.

You must meet the qualifications for this position by no later than 30 calendar days after the closing date of this announcement and before placement in the position.

Qualifications

In order to qualify for this position, you must meet the following requirements:

Specialized Experience for the GG-7 is defined as one year of experience at the GG-5 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as:

A. Work where the applicant performed legal research and summarized findings for reports.

OR

B. Education: 1 full year of graduate-level education OR superior academic achievement (GPA of 2.95 or higher).

OR

C. Have a combination of specialized experience as described in "A" above and graduate-level education as described in "B" above.

Specialized Experience for the GG-9: is defined as one year of experience at the GG-7 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as:

A. Experience where the applicant performed legal research and prepared necessary documentation in support of legal recommendations and/or responses to legal proceedings, contracts, or real estate closings.

OR

B. Master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree OR LL.B or J.D. from an accredited college or university that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 1 full year.

Specialized Experience for the GG-11 is defined as one year of experience at the GG-9 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities necessary to perform the duties of the position. Specialized experience is defined as:

A. Work experience where the applicant has regularly performed legal research and prepared necessary documentation in the course of real estate closings, real estate transactions, or other housing areas, as well as responding to Freedom of Information Act (FOIA) requests.

OR

B. Education: Ph.D., equivalent doctoral degree, or three full years of progressively higher level graduate education leading to such a degree, OR LL.M., from an accredited college or university that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 2 full years.

A description of how you possess the specialized experience as well as how you meet the qualifications desired in an ideal candidate should be addressed in your resume and vacancy question responses.

Education

Education: If you are qualifying for this position based on education or through a combination of education and experience, you must include an unofficial copy of your school transcripts with your application.

Education must be reviewed and certified by an accrediting institution recognized by the U.S. Department of Education in order for it to be creditable toward your qualifications. Therefore, you should provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For more information about this requirement, please visit the [U.S. Department of Education website for Foreign Education Evaluation](https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html) (<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>).
. All documentation must be in English or include an English translation.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

[\(https://www.usajobs.gov/Help/working-in-government/benefits/\)](https://www.usajobs.gov/Help/working-in-government/benefits/)

As an NRC employee you will enjoy excellent Federal Benefits, including: comprehensive health and life insurance plans; Flexible Spending Account Program for health and dependent care; Long Term Care Insurance; Dental and Vision Insurance; retirement savings and investment plan similar to 401(k) (Thrift Savings Plan); annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits. This link provides an overview of the benefits currently offered to Federal employees: https://help.usajobs.gov/index.php/Pay_and_Benefits.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

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

When the application process is complete, your application will be reviewed to determine if you meet the job requirements. You will be rated based on the specialized experience relating to this vacancy that is provided in your resume and your responses to all vacancy questions to determine your level of knowledge, skill and ability related to the job requirements. If you are among the top candidates for this position, your application will be referred to the hiring manager.

Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to submit a thorough resume that directly relates to this position.

To preview questions please [click here](#).

Required Documents

As a NRC employee you are required to submit your most recent Rating of Record (Performance Appraisal) or a statement saying that one is not available. You may do so by uploading it in the system or by sending an email to Lisa Feizollahi, HR Specialist, at Lisa.Feizollahi@nrc.gov.

All supplemental documents can now be collected electronically and should be submitted before the closing date of this vacancy announcement. You have two choices for submitting your supplemental documents:

1. Use the "USAJOBS" feature to download documents from your USAJOBS portfolio; or
2. use the "Upload" feature to upload documents directly from your computer. The following types of documents can be uploaded: .gif, .jpeg, .png, .rtf, .pdf, and .doc.

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 (<http://www.ed.gov/adms/finaid/accred/>)

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

We strongly encourage you to read the entire announcement before you submit your application for this position.

Your application for this vacancy must be received online via the USAJOBS application system BEFORE 11:59 pm Eastern Time on the closing date of this announcement. If you fail to submit a complete online application, you will not be considered for this position.

The NRC requires that applicants submit resumes built using the USAJOBS Resume Builder tool. The Resume Builder tool is activated upon selecting "Build New Resume" under the "Resumes" section of your USAJOBS account.

Resumes uploaded to your USAJOBS jobseeker account that have not been built using the USAJOBS Resume Builder tool WILL NOT be accepted and you WILL NOT be allowed to further advance through the NRC application process.

To ensure you are using the correct resume type when applying to our vacancies, please make sure that the resume you are using during the application process is listed with a format type of "USAJOBS Resume" and a source type of "Built with USAJOBS Resume Builder. Verifying this information on your USAJOBS resume before applying will ensure the successful submission of your application to the NRC job vacancy.

Paper applications will not be accepted unless hardship circumstances can be demonstrated. Requests for extensions WILL NOT be granted. If applying online poses a hardship for you, the Human Resources Specialist listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants must contact the Human Resources Specialist during business hours BEFORE the closing date of the announcement and speak to someone who can provide assistance for your online submission.

You must answer all vacancy questions. You will be rated based on your responses to the vacancy questions and especially on the information provided in your resume. Breadth, recency, and length of experience in the field; training, awards, and commendations; past and current performance; and community or outside professional activities will be considered to determine your level of knowledge, skill or ability for this position. Abbreviated responses to the vacancy questions, such as "significant experience" or "see resume" do not provide enough information and should not be used. You will not be considered for this position if you leave any of the vacancy questions unanswered.

To begin the application process, select the "Apply On-line" button to the right on this screen. Then follow the prompts to login/register, submit all required supplemental documents, and complete the application process.

Agency contact information

 Lisa.Feizollahi

Phone

[301-287-0664](tel:301-287-0664)
(tel:301-287-0664)

TDD

Address

NUCLEAR REGULATORY COMMISSION
U.S. Nuclear Regulatory Commission
Office of the Chief Human Capital Officer

11/17/21, 5:26 PM

240-428-3217

Fax

000-000-0000

Email

Lisa.Feizollahi@nrc.gov

<mailto:Lisa.Feizollahi@nrc.gov>

[Learn more about this agency](#)

[#agency-modal-trigger](#)

USAJOBS - Job Announcement

Rockville, Maryland 20852

United States

Next steps

You may check the status of your application at any time after the announcement closes by logging onto USAJOBS and selecting "Application Status."

Fair & Transparent

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

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

[\(/Help/equal-employment-opportunity/\)](#)

[Financial suitability](#)

[\(/Help/working-in-government/fair-and-transparent/financial-suitability/\)](#)

[New employee probationary period](#)

[\(/Help/working-in-government/fair-and-transparent/probationary-period/\)](#)

[Privacy Act](#)

[\(/Help/working-in-government/fair-and-transparent/privacy-act/\)](#)

[Reasonable accommodation policy](#)

[\(/Help/reasonable-accommodation/\)](#)

[Selective Service](#)

[\(/Help/working-in-government/fair-and-transparent/selective-service/\)](#)

[Signature and false statements](#)

[\(/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](#)

[Social security number request](#)

[\(/Help/working-in-government/fair-and-transparent/social-security-number/\)](#)

Paralegal Specialist

Nuclear Regulatory Commission

Summary

This position is located in the Program Support Branch, Legal Research Center, Office of the General Counsel. The supervisor for the position is Jennifer Borges-Roman, Team Leader. This position is not in the bargaining unit. This position requires travel on rare occasions. Travel expenses associated with an interview will not be paid. Relocation expenses associated with job offer will not be paid.

Overview

Job canceled

Open & closing dates

🕒 11/10/2020 to 11/25/2020

Salary

\$48,670 - \$93,638 per year

Pay scale & grade

GG 07 - 11

Location

1 vacancy in the following location:

📍 N Bethesda, MD

1 vacancy

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - Travel may be on rare occasions.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time - Full Time; In accordance with agency policy, this position may be eligible for fixed or project based telework.

Service

Excepted

Promotion potential

11

Job family (Series)

[0950 Paralegal Specialist](#)

[\(/Search/Results?j=0950\)](/Search/Results?j=0950)

Supervisory status

No

Security clearance

[L Access Authorization](#)

[\(/Help/faq/job-announcement/security-clearances/\)](/Help/faq/job-announcement/security-clearances/)

Drug test

Yes

Announcement number

OGC-2020-0009

Control number

584121100

THIS JOB IS OPEN TO



[Individuals with disabilities](#)



[Federal employees - Competitive service](#)

Current or former competitive service federal employees.



[Federal employees - Excepted service](#)

Current excepted service federal employees.



[Internal to an agency](#)

Current federal employees of this agency.



[Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



[Military spouses](#)



[Veterans](#)

Clarification from the agency

Applications will be accepted from internal employees of the U.S. Nuclear Regulatory on a permanent or competitive Term appointment, other permanent Federal employees who have completed a 1-year probationary period, and reinstatement eligibles. Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after three (3) years or more of continuous active service may apply.

Duties

The successful candidate will perform the full range of paralegal specialist duties for OGC divisions, as assigned. Such duties include, but are not limited to:

1. Perform extensive research to supply needed factual information for inclusion in legal memoranda, briefs, and other legal documents.
2. Draft briefs, pleadings, correspondence, and other legal documents reflecting facts and citations discovered during the course of legal research for review and approval by attorneys.
3. Review legal documents using specialized knowledge of particular laws, rules, regulations, and practices to: 1) assemble various portions of the documents; 2) verify citations, footnotes, and textual references for accuracy; and 3) assure completeness of information and conformance to laws, rules, and regulations.
4. Finalize legal documents by: 1) placing in proper format using document processing software (e.g., Office 365, Adobe Acrobat); 2) adding tables of contents, indexes, and tables of authorities; and 3) ensuring compliance with electronic filing and office requirements.
5. Establish and maintain: 1) electronic adjudicatory hearing and mandatory disclosures files; 2) trial briefing files suitable for attorney use during case preparation, hearing, and appeal; and 3) an accounting system for all materials to be used as exhibits in adjudicatory proceedings.

Requirements

Conditions of Employment

- This is a Drug Testing position.
- U.S. Citizenship Required
- Background investigation leading to a clearance is required for new hires.

You must meet the qualifications for this position by no later than 30 calendar days after the closing date of this announcement and before placement in the position.

Qualifications

The ideal candidate will be able to demonstrate the following:

1. Ability to work collaboratively and collegially as part of a team of professionals that includes attorneys, paralegals, regulations specialists, and administrative staff, effectively sharing responsibility and adjusting work priorities appropriately to complete

multiple tasks with overlapping deadlines.

2. Ability to utilize electronic (e.g., Westlaw or similar electronic database libraries used for academic research), web-based, and hard-copy resources to conduct academic or legal research and analysis.

3. Ability to prepare complex documents requiring strict adherence to document and citation formatting rules (e.g., briefs, pleadings, motions, reports, and other legal documents, or other formal work or research products); 2) draft clearly-written content for such documents, prepare research summaries, memoranda, or other written work products to assist attorneys, managers, or professional associates; 3) review complex documents for completeness of information, and conformance to process or procedural requirements; 4) finalize documents by placing them in proper format using document processing software; and 5) ensure compliance with electronic processing, submission, or filing requirements.

4. Ability to establish and maintain systems and files to manage workflow and to track projects involving a high volume of documents or multiple deadlines (e.g., documents related to adjudicatory hearings, such as mandatory disclosure files, exhibits; and documents related to technical evaluations, licensing actions, or similar projects) using technology skills including a variety of Microsoft-based software platforms and other technological tools.

In order to qualify for this position, you must meet the following requirements:

Specialized Experience for the GG-7 is defined as one year of experience at the GG-5 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as:

A. Work where the applicant has performed the following types of duties: less complex legal research; review and analysis of case material to locate relevant references and supporting documentation; preparation of exhibits; identification, analysis, and preparation of reports on pertinent statutes, court decisions, legal opinions, and other legal documents; and drafting of legal documents such as letters and adjudicatory filings for an attorney's use.

OR

B. Education: 1 full year of graduate-level education OR superior academic achievement (GPA of 2.95 or higher).

OR

C. Have a combination of specialized experience as described in "A" above and graduate-level education as described in "B" above.

Specialized Experience for the GG-9: is defined as one year of experience at the GG-7 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as:

A. Experience where the applicant has performed a variety of analytical duties such as reviewing reports and surveys; applying statistical techniques sufficient to gather and analyze data and evaluate its usefulness in resolving legal issues; conducting complex legal research concerning precedents and past court decisions; checking citations; preparing evidence and exhibits; and developing and justifying recommendations.

OR

B. Master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree OR LL.B or J.D. from an accredited college or university that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 1 full year.

Specialized Experience for the GG-11 is defined as one year of experience at the GG-9 level, or equivalent, which is directly related to the position and has equipped the candidate with the particular knowledge, skills, and abilities necessary to perform the duties of the position. Specialized experience is defined as:

A. Work experience where the applicant has performed the following types of duties: extensive and thorough legal research of legislative history, precedent cases, decisions, and opinions that may be applicable by using legal resources such as agency manuals, directives, and issuances, web-based reference sources, judicial and/or administrative decisions and precedents, and commercial legal publications; interpretation, explanation, and presentation, orally or in writing, of relevant findings and conclusions using appropriate language, legal reasoning, and organization of facts and ideas; and assistance in case preparation.

OR

B. Education: Ph.D., equivalent doctoral degree, or three full years of progressively higher level graduate education leading to such a degree, OR LL.M., from an accredited college or university that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

C. Have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. Graduate education must be in excess of 2 full years.

A description of how you possess the specialized experience as well as how you meet the qualifications desired in an ideal candidate should be addressed in your resume and the voluntary additional information question area.

Education

Education: If you are qualifying for this position based on education or through a combination of education and experience, you must include an unofficial copy of your school transcripts with your application.

Education must be reviewed and certified by an accrediting institution recognized by the U.S. Department of Education in order for it to be creditable toward your qualifications. Therefore, you should provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For more information about this requirement, please visit the [U.S. Department of Education website for Foreign Education Evaluation](https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html) (<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>).
. All documentation must be in English or include an English translation.

Additional information

The NRC provides reasonable accommodation to applicants with disabilities where appropriate. Individuals with disabilities may contact the Selective Placement Coordinator for assistance with the application or hiring process via Disability.Resource@nrc.gov.

Individuals who are eligible for non-competitive appointment under an OPM special appointing authority may apply for consideration under a comparable NRC non-competitive appointing authority. Veterans, please visit: <http://www.fedhirevets.gov/>

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

(<https://www.usajobs.gov/Help/working-in-government/benefits/>)

As an NRC employee you will enjoy excellent Federal Benefits, including: comprehensive health and life insurance plans; Flexible Spending Account Program for health and dependent care; Long Term Care Insurance; Dental and Vision Insurance; retirement savings and investment plan similar to 401(k) (Thrift Savings Plan); annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits. This link provides an overview of the benefits currently offered to Federal employees: https://help.usajobs.gov/index.php/Pay_and_Benefits.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

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

When the application process is complete, your application will be reviewed to determine if you meet the job requirements. You will be rated based on the specialized experience relating to this vacancy that is provided in your resume and your response to any additional information space in this vacancy announcement to determine your level of knowledge, skill and ability related to the job requirements. If you are among the top candidates for this position, your application will be referred to the hiring manager.

Your resume is the key means we have for evaluating your knowledge, skills, and abilities as they relate to this position. Therefore, we encourage you to submit a thorough resume that directly relates to this position.

To preview questions please [click here](#).

Required Documents

List of supplemental material that may be applicable:

If you are a NRC employee you are required to submit your most recent Rating of Record (Performance Appraisal) or a statement saying that one is not available. You may do so by uploading it in the system or by sending an email to Lisa Feizollahi, HR Specialist, at Lisa.Feizollahi@nrc.gov.

If you are a current/reinstatement eligible Federal employee with status (Tenure Group 1 or 2), you will be considered under our merit promotion procedures and must submit a copy of your most recent SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility.

Veterans must submit documentation showing type of discharge/character of service by providing their DD-214 Member Copy 4. Active duty members must submit a DD-214 certifying their expected discharge or release from active duty under honorable conditions dated within 120 days. Provide your SF-15 Form and related documentation, VA letter, if applying as a veteran with a compensable-service connected disability. You can find additional information about Veterans' Preference at <http://www.fedshirevets.gov/>.

All supplemental documents can now be collected electronically and should be submitted before the closing date of this vacancy announcement. You have two choices for submitting your supplemental documents:

1. Use the "USAJOBS" feature to download documents from your USAJOBS portfolio; or
2. Use the "Upload" feature to upload documents directly from your computer. The following types of documents can be uploaded: .gif, .jpeg, .png, .rtf, .pdf, and .doc.

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 (<http://www.ed.gov/admins/finaid/accred/>)

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

We strongly encourage you to read the entire announcement before you submit your application for this position.

Your application for this vacancy must be received online via the USAJOBS application system BEFORE 11:59 pm Eastern Time on the closing date of this announcement. If you fail to submit a complete online application, you will not be considered for this position.

The NRC requires that applicants submit resumes built using the USAJOBS Resume Builder tool. The Resume Builder tool is activated upon selecting "Build New Resume" under the "Resumes" section of your USAJOBS account.

Resumes uploaded to your USAJOBS jobseeker account that have not been built using the USAJOBS Resume Builder tool WILL NOT be accepted and you WILL NOT be allowed to further advance through the NRC application process.

To ensure you are using the correct resume type when applying to our vacancies, please make sure that the resume you are using during the application process is listed with a format type of "USAJOBS Resume" and a source type of "Built with USAJOBS Resume Builder. Verifying this information on your USAJOBS resume before applying will ensure the successful submission of your application to the NRC job vacancy.

Paper applications will not be accepted unless hardship circumstances can be demonstrated. Requests for extensions WILL NOT be granted. If applying online poses a hardship for you, the Human Resources Specialist listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants must contact the Human Resources Specialist during business hours BEFORE the closing date of the announcement and speak to someone who can provide assistance for your online submission.

You will be rated based on your response to additional information you provide in the available space (voluntary additional information) and especially on the information provided in your resume. Breadth, recency, and length of experience in the field; training, awards, and commendations; past and current performance; and community or outside professional activities will be considered to determine your level of knowledge, skill or ability for this position.

To begin the application process, select the "Apply On-line" button to the right on this screen. Then follow the prompts to login/register, submit all required supplemental documents, and complete the application process.

Agency contact information

 Lisa.Feizollahi

Phone

[301-287-0664](tel:301-287-0664)
(tel:301-287-0664)

TDD

000-000-0000

Fax

000-000-0000

Email

Lisa.Feizollahi@nrc.gov
(mailto:Lisa.Feizollahi@nrc.gov)

[Learn more about this agency](#)
(#agency-modal-trigger)

Address

NUCLEAR REGULATORY COMMISSION
U.S. Nuclear Regulatory Commission
Office of the Chief Human Capital Officer
Attn: Lisa Feizollahi
Rockville, Maryland 20852
United States

Next steps

You may check the status of your application at any time after the announcement closes by logging onto USAJOBS and selecting "Application Status."

Fair & Transparent

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

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

(/Help/equal-employment-opportunity/)

[Financial suitability](#)

(/Help/working-in-government/fair-and-transparent/financial-suitability/)

[New employee probationary period](#)

(/Help/working-in-government/fair-and-transparent/probationary-period/)

[Privacy Act](#)

(/Help/working-in-government/fair-and-transparent/privacy-act/)

[Reasonable accommodation policy](#)

(/Help/reasonable-accommodation/)

[Selective Service](#)

(/Help/working-in-government/fair-and-transparent/selective-service/)

[Signature and false statements](#)

(/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[Social security number request](#)

[\(/Help/working-in-government/fair-and-transparent/social-security-number/\)](#)

Paralegal Specialist, GG-0950-09
U.S. Nuclear Regulatory Commission
Office of the General Counsel
Position Description # I-783

NOTE: This GG-09 is part of a career ladder for this position that includes GG-09 and 11. If an incumbent is selected for this lower level position Paralegal Specialist, GG-0950-09, he/she can be promoted to the FPL position, Paralegal Specialist, GG-0950-11, without further competition, once time-in-grade, satisfactory performance, and training requirements are met. This is not a complete job description unless Paralegal Specialist, GG-0950-11 is attached.

STATEMENT OF DIFFERENCE

This position, **Paralegal Specialist, GG-0950-09**, is essentially the same as Paralegal Specialist, GG-0905-11, PD # I-784, with the exception of the following:

- a. Assignments are less broad and complex and are performed under closer supervisory controls.
- b. The employee may seek advice and counsel from the supervisor or other more senior employees, in his/her field of work, on new or unusually difficult and complex assignments.
- c. Work on complex assignments may be subject to spot-check or in-progress review.

Human Resources Specialist

Date

Supervisor

Date

**Paralegal Specialist, GG-0950-11
U.S. Nuclear Regulatory Commission
Office of the General Counsel
Position Description # I-784**

FUNCTIONAL STATEMENT

Serves as a paralegal specialist in the Office of the General Counsel. Performs legal research and closely related duties of a complex nature in support of attorneys engaged in NRC's legal matters and projects as assigned.

REGULAR DUTIES

Performs extensive legal research using office or attorney files, internet sources, library reference files, NRC records, private and governmental studies, and other pertinent sources, to supply needed factual information for inclusion in memoranda, briefs and similar documents. Prepares reports and proposed correspondence and pleadings for use by attorneys in the preparation of opinions, briefs and other legal documents. Shepardizes cases cited in briefs, motions, etc.

Independently prepares and maintains initial and ongoing electronic adjudicatory hearing files and mandatory disclosures files. Generates electronic privilege logs and assesses relevance and privileged nature of documents in individual cases. Prepares affidavits for staff office personnel for compliance with hearing file obligations.

Prepares documents and assures completeness of information and conformance to pertinent laws, rules, regulations, precedents, and office requirements which have required the application of a specialized knowledge of particular laws, or of regulations, precedents or practices based thereon.

Analyzes legal decisions, opinions, rulings, memoranda, and other legal documents and material and prepares digests of the points of law involved for the internal use of the agency.

Selects, compiles, and summarizes substantive information on statutes, treaties, and specific legal subjects for the use of others.

Digests transcripts of testimony (hearing or deposition) and indexes documents in accordance with legal categories determined by the attorney to whom assigned, extracting all pertinent legal portions.

Establishes and maintains an accounting system for all materials to be used as exhibits in adjudicatory proceedings, preparing lists and tables to correlate the exhibits with transcripts and to keep a strict account of the exhibits used in adjudicatory proceedings. Prepares and organizes charts, graphs, and other material used for exhibits in court.

Prepares notices, stipulations, receipts and notices of appearance withdrawal of attorneys. Prepares tables of contents, indexes, and tables of authorities for legal briefs, memoranda, and other such documents, reviewing and researching citations, footnotes, textual references, and other entries for accuracy.

Establishes and maintains trial briefing files suitable for the supervising attorney's use during case preparation, hearing and appeal which contain pertinent interrogatories, pleadings, memos, admissions, case law, motions, affidavits, correspondence, exhibits, etc., relevant to the issues being adjudicated.

Arranges with the Program Support Branch needed support services as required by attorneys assigned to a case, i.e., arranging overtime, additional staff, etc.

Prepares memoranda reflecting facts, sources, citations, etc., discovered during the course of legal research.

Screens substantive materials prior to review by attorneys, separating the materials into categories of importance.

Travels to the site of the trial, taking of depositions, etc., providing similar paralegal duties as described above.

Assists in finalizing briefs and other pleadings by checking citations and record references, by putting together attachments and exhibits, and by preparing tables of contents and authorities, as required.

Prepares the cases pending and other reports which provide the status of different proceedings.

Assists in the annual review and update of the OGC Practice and Procedures Digest.

Assists with compiling resource data used to develop and formulate an OGC Division's annual budget input.

BASIC SKILLS

Knowledge and skill in the use of well-established, well known and accepted professional legal theories, principles, concepts and practices for the research and analysis of legal problems.

Ability to recognize, interpret, understand and apply the applicable titles and sections, etc., of the laws and regulations of the NRC including the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act, as amended, the Freedom of Information Act, the National Environmental Policy Act, the Federal Tort Claims Act, the Privacy Act, NRC rules, regulations and orders, Management Directives, OGC Operating Manual chapters, and agency practices and procedures as related to work performed in the Office.

Knowledge of information resources within the Federal Government and law libraries sufficient to obtain information and/or documents relative to the work performed in the office.

Ability to develop practical and efficient methods to resolve specific problems.

Ability to clearly interpret all legal policies and procedures in specific areas of assigned responsibility.

Ability to evaluate and analyze pertinent facts and evidence.

Extensive ability in the performance of legal research including but not limited to computerized and manual legal research and in the analysis of the significance of such research.

Ability to prepare briefs, motions, reports, correspondence and other legal documents.

Ability to perform analyses of data based on legal research.

Ability to establish and maintain hearing record files.

Must be able to communicate effectively, both orally and in writing.

Skill in English composition, proper vocabulary, grammar, and spelling.

Ability to deal, with tact and discretion, with others on a person-to-person basis.

Ability to be a mediator and coordinate with other offices, both legal and administrative.

Skills in using information technology, including Microsoft Office applications and legal-research databases. Including the ability to train others on the use of new or updated electronic information filing applications.

Demonstrated ability to handle multiple projects simultaneously and prioritize effectively.

CONTACTS

Daily contact with the Deputy Assistant General Counsel and members of the legal staff of the Division to which assigned to receive assignments.

Frequent contact with legal and administrative staff in other Divisions of the Office of the General Counsel and client offices throughout the NRC to exchange information.

Occasional contact with representatives of private law firms and applicant's legal staff for scheduling purposes.

Occasional contact with witnesses to proceedings for the purpose of witness preparation.

Occasional contact with middle management to exchange information on legal decisions utilized in the preparation of legal documents.

Occasional contact with other government agencies and law offices to furnish or obtain legal information and documents which affects legal documents under preparation.

Occasional contact with the Solicitor in connection with court litigation.

RESPONSIBILITY FOR DECISIONS

Supervision Received:

Deputy Assistant General Counsel.

General Supervision "B".

General supervision is received from the Attorney to whom assigned who indicates the immediate objectives and the nature of the results to be expected. Actual and potential research sources may be discussed. The supervising attorney may review recommended work plans and all completed work to observe adequacy of research methods and practices, providing advice where needed. Completed work is reviewed from the standpoint of adequacy, completeness, and validity of conclusions reached. The incumbent must be able to select and adopt methods and piece together the most effective techniques applicable to the problem. Projects are assigned with a general description of the approach and the results to be obtained.

INDEPENDENT ACTION

Assembles, organizes and drafts memoranda, letters, briefs and related legal documents as assigned.

Conducts extensive and complex legal research and analysis.

SUPERVISION

None.

WORKING CONDITIONS

Normal.

EFFORT

Normal.