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Attorney 09 Type I Level B

GS-0905-09 (Type I, Level B)

NOTE: THE SENTENCE IN PART I DESCRIBING THE REASON FOR THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED.

I. INTRODUCTION

This position is an entry level attorney position. The incumbent works on cases or legal issues of minimum complexity.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of legal duties such as researching relatively clear legal issues, drafting letters, memoranda, and legal documents for review and use by a higher graded attorney, or conducting the preliminary review of applications for specific governmental protection or approval.

III. FACTOR LEVELS

Factor 1. Knowledge Required by the Position Level 1-6, 950 points

Knowledge of basic legal research techniques in order to research legal issues of moderate complexity.

Knowledge of legal procedures sufficient to initiate or respond to adversarial proceedings in the particular context of the subject matter and jurisdiction (e.g. file motion in federal court) or to initiate or respond to action in regulatory setting (e.g. conduct initial review of trademark application). Knowledge of basic legal concepts in order to initiate or formulate responses to a broad array of legal issues of moderate complexity.

Knowledge of statutes and/or regulations authorizing agency action within the context of the specific subject matter dealt with by incumbent.

Factor 2. Supervisory Controls Level 2-3, 275 points

Supervisor makes assignment by broadly defining objectives, priorities, and deadlines but expects incumbent to develop strategy relative to the particular legal issue. Where unusual situations arise where there are no clear precedents, the supervisor may assist the incumbent by providing general direction in the area of legal research, but the incumbent is expected to develop the overall strategy for solving the legal problem. Completed work is evaluated on a spot check basis for technical soundness, appropriateness and conformity to policy and requirements.

Factor 3. Guidelines Level 3-3, 275 points

Guidelines include agency guidelines and regulations, and legal precedents and legal references which are relatively specific to the particular legal issue dealt with by the incumbent. The incumbent must use judgment in interpreting and adapting these guidelines to the specific situation. From the analysis of these guidelines and application to the particular factual situation, the incumbent must be able to render a preliminary legal opinion or strategy relative to the particular legal issue.

Factor 4. Complexity Level 4-4, 225 points

The complexity of legal matters is characterized by legal questions that can be relatively easily resolved in light of easily determinable facts and clearly applicable precedents. The incumbent determines the manner in which the legal problem is approached and analyzed from a variety of relatively clear alternatives.

Factor 5. Scope and Effect Level 5-4, 225 points

The impact of the legal matters involved is local, or limited to the parties directly concerned. Legal sanctions are relatively minor and legal issues involve no new precedents or wider potential impact. Relatively limited sums of money are involved and matters have no widespread social or political impact and there is limited public interest.

Factor 6. Personal Contacts Level 6-2, 25 points

Contacts are with industry representatives, private citizen claimants, defendants, petitioners and their attorneys, representatives of operating programs, State and local government, private organizations, and other Government agencies. Contacts are in a moderately structured setting.

Factor 7. Purpose of Contacts Level 7-2, 50 points

Purpose of contacts ranges from obtaining information relative to the specific legal issue through researching legal references or interviewing witnesses, parties, etc., to presenting cases or legal opinions, explaining points of law, participating in negotiations, and advising agency officials.

Factor 8. Physical Demands Level 8-1, 5 points

The work is sedentary requiring no special physical demands.

Factor 9. Work Environment Level 9-1, 5 points

I-B

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, and libraries.

This position is exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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