

Paralegal Specialist, GS-0950-11, 5A182A
Associated with ATR-11-23

Vacancy Questions Preview

Social Security Number

Please enter on each page submitted. You may provide only the last 4 digits of your SSN.

Vacancy Identification Number

ATR1123D

1. Title of Job

Paralegal Specialist

2. Biographic Data

Please complete fields A through J.

3. E-Mail Address

Provide your E-mail address if your answer is “Yes”.

4. Work Information

Leave Blank

5. Employment Availability

Leave blank; this position is only available as full-time.

6. Citizenship

Are you a citizen of the United States?

7. Background Information

Leave Blank

8. Other Information

Leave Blank

9. Languages

Leave Blank

10. Lowest Grade

11

11. Miscellaneous Information

Leave Blank

12. Special Knowledge

Leave Blank

13. Test Location

Leave Blank

14. Veterans' Preference Claim

Please indicate your Veterans' Preference Claim.

15. Dates of Active Duty - Military Service

Skip if you do not have any active duty service.

16. Availability Date

Enter the earliest date you are prepared to begin work, if selected.

17. Service Computation Date

Leave Blank

18. Other Date Information

Leave Blank

19. Job Preference

Leave Blank

20. Occupational Specialties

Enter 0950 (for Paralegal Specialist)

21. Geographic Availability

Enter 0417 (for Dallas, TX)

22. Transition Assistance plan

If you are requesting consideration please complete; otherwise leave blank.

23. Job related Experience

Enter relevant work experience in years and months.

24. Personal Background Information

Leave Blank

25. Occupational/Assessment Questions (Questions 1 – 9)

Darken the oval corresponding to the statement in Section 25 of the OPM Form 1203-FX. Please select only one letter for each question. Your qualifications must be supported in your resume.

1. Choose the one answer that best describes your experience, education or combination of education and experience as related to the basic qualification requirements for this position. Before answering this question, see the qualifications section on this announcement.

- A. I have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree, or LL.M. (if related), from an accredited college or university. This education demonstrates my knowledge, skills, and abilities to do the work of the position to be filled.
- B. I have at least one year of specialized experience that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position as described in the vacancy announcement. This experience is related to the work of the position and equivalent to at least the GS-09 level in the Federal service.
- C. I have a combination of graduate level education and specialized experience that together meets 100% of the qualification requirements of this position.
- D. I do not meet any of the requirements described above.

2. From the choices below, identify the most complex types of legal documents you have drafted.

- A. Summaries of the law, regulations, judicial decisions, and other facts relevant to a particular topic, legal issue or pending matter.
- B. Informative explanatory material prepared for agency management officials on the application of the law to agency regulations, processes, and policies.
- C. Pleadings, motions, or memoranda.
- D. Memos explaining a particular legal issue.
- E. None of the above.

3. Indicate the extent of your training and experience researching relevant laws, regulations, policies, standards, or procedures to address a legal case or problem.

- A. I have not had education, training and experience performing this task.
- B. I have had education or training on the task but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am normally the person who is consulted by others to assist or train them in performing this task because of my expertise. I have reviewed and/or evaluated the work of others performing this task.

4. Indicate the extent of your training and experience using automated legal research databases (for example, Lexis-Nexis or Westlaw) to conduct research to find relevant case law and other authority.

- A. I have not had education, training and experience performing this task.
- B. I have had education or training on the task but have not yet performed it on the job.

- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am normally the person who is consulted by others to assist or train them in performing this task because of my expertise. I have reviewed and/or evaluated the work of others performing this task.

5. A crucial part of being a Paralegal Specialist involves writing. Paralegals have to write briefs, documents, and letters. Which of the following best describes your level of demonstrated writing ability?

- A. I have general writing experience drafting correspondence for others to review and finalize.
- B. I have written summaries of information I have extracted from non-legal reports, publications, files, or other sources.
- C. I have written summaries of research I have conducted on legal issues, such as summaries that discuss relevant case law, statutory language, and/or regulatory or legislative history.
- D. I have composed legal correspondence or documents such as pleadings, briefs or discovery requires/responses, at a level suitable for the intended audience (e.g., court personnel, attorneys, clients).
- E. I have ensured that documents prepared by others for my review, editing, and/or filing conform to the standards of courts and/or administrative bodies.

6. From the choices below, identify the most complex legal research you have performed.

- A. Researching a legislative history.
- B. Identifying appropriate statutes, regulations, case law, and other materials that are relevant to the disposition of a particular case or legal issue.
- C. Researching judicial decisions on a particular law.
- D. Researching a specific case or matter as designated by an attorney.
- E. Conducting basic factual research.

7. Choose the best answer to describe your experience with respect to conducting legal research.

- A. I have provided direct assistance to attorneys preparing for Federal court litigation by analyzing and summarizing case law and governing statutes to support specific cases.
- B. I have researched a variety of legal issues covered mostly by precedent and/or assembled information on laws applying to specific cases.
- C. I have used legal periodicals, dictionaries, manuals, form books, and court rules for the purpose of locating legal information for guidelines.
- D. I have not had education, training, or experience in conducting legal research.

- E. I have examined documents for legal sufficiency by verifying citations and statutory references.

8. Indicate the extent of your training and experience verifying citations and references contained in legal documents using sources or databases such as Lexis-Nexis, Westlaw, Blue Book, or Federal regulations.

- A. I have not had education, training and experience performing this task.
- B. I have had education or training on the task but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am normally the person who is consulted by others to assist or train them in performing this task because of my expertise. I have reviewed and/or evaluated the work of others performing this task.

9. Choose the best answer to describe your experience with respect to legal documentation preparation and review.

- A. I have prepared and reviewed legal documents.
- B. I have extensive experience in preparing and reviewing several types of legal documents.
- C. I have occasionally prepared and reviewed legal documents under the supervision of an attorney.
- D. I have experience in prepared and reviewing documents, but not legal documents.
- E. I have no experience in preparing and reviewing legal documents.