

**POSITION DESCRIPTION**

**PARALEGAL SPECLST, GS-0950-12**

SETID	HUD01	JOB CODE	FC0035	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	0950	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	PARALEGAL SPECLST								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	120 8888
FLSA	Nonexempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	11/03/2008								

**MAJOR DUTIES**

Paralegal Specialist  
GS-0950-12

**MAJOR DUTIES**

**Introduction:**

This position is located in the Regional Office of Counsel, which is responsible for providing legal advice and counsel for all programs and activities located within the geographic jurisdiction of the Office. The incumbent serves as a Senior Paralegal Specialist performing responsible legal research and technical duties with respect to supporting the Fair Housing Team which provides legal support to the Office of Fair Housing and Equal Opportunity (FHEO). Mastery of the underlying Federal legislation, regulations, case law, and other governing legal principals is essential.

**Duties**

Serves as a Senior Paralegal Specialist performing complex and comprehensive legal research and technical duties with respect to HUD program matters in support of FHEO programs. Researches and analyzes relevant statutes, regulations and case law;  
Examines and evaluates information in case files, with reference to agency standards for case litigation worthiness and identification of appropriate legal authority;  
Determines the need for additional information, drafts questionnaires and surveys, evaluates evidence and witness lists and plans a comprehensive approach to obtain this information;  
Thorough review of records and case files and discussions with investigators looks for and evaluates the relevance and worth of evidence;  
Selects, summarizes, and compiles comparative data to examine and evaluate cases in order to identify possible illegal practices or patterns;  
Duties will include assisting the Associate Regional Counsel and other attorneys in preparing legal opinion, reports, memoranda and performing support services related to program matters;  
Is responsible for analysis of all legal documents received as part of complaints, affidavits, depositions, motions and any other legal documents submitted to HUD.  
Consults with appropriate staff regarding FOIA and Privacy Act requirements.

**Factor 1. Knowledge Required by the Position**

Knowledge of the various laws applicable to agency mission, Federal and State laws governing or impacting on the program, and significant national and local developments in the field.  
Knowledge of legal reference sources in agency manuals, reference systems, directives, issuances, precedent decisions, court decisions, and commercial legal publications sufficient to perform extensive and thorough legal research into the legislative history, precedent decisions and opinions that may be applicable; to evaluate the relevance of and summarize substantive information; to assist in case preparation; and to insure that information is lawfully released or withheld.  
Knowledge concerning document control and security measures at the institutional level in order to insure against the release of any investigative information which would endanger pending case

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processing, the orderly and safe operation of the institution, or endanger the lives or physical well-being of institutional staff.

### Factor 2. Supervisory Control

Work is done under the general supervision of an Associate Regional Counsel who delineates areas of responsibility, outlines possible approaches, and is generally available for assistance with problems that arise and is under the administrative control of the Deputy Regional Counsel. The specialist must meet deadlines established by statute. Otherwise, the specialist is expected to plan and conduct work activities independently, resolve problems, and interpret policy on own initiative.

Completed work is prepared for administrative signature and is considered to be accurate with respect to legal citations, content, and facts. Work is reviewed for effectiveness in meeting program requirements and, on occasion, for feasibility of approach. The employee's advice on technical aspects of release of records is considered authoritative.

### Factor 3. Guidelines

Guidelines consist of agency manuals, handbooks, directives, policies, procedures and guidance as well as statutes (Federal and State) and regulations which often change. Guidelines for specific assignments may not exist, are not applicable, or require considerable interpretation in order to make them apply to the incumbent's problem. The incumbent is expected to and does deviate in some instances from these guidelines, using her judgment to accomplish her assignments.

### Factor 4. Complexity

Assignments may require the Senior Paralegal Specialist to select fact-finding and research tools appropriate to the particular assignment in terms of type of data available, difficulty in obtaining information, and time constraint. These duties require the Senior Paralegal Specialist to search for, isolate, evaluate the relevance of, and summarize available information and its usefulness in resolving issues. Work must be accurate and current. The employee is expected to generally work independently and to become proficient in the operation of computers and software such as Westlaw and Lexis.

The specialist must reconcile conflicting facts, identify and elicit additional information, and make a number of decisions at various stages such as identifying issues and interpreting considerable data. The work can be further complicated by multiple assignments or the need to combine research with other functions, such as digesting and classifying litigation. The specialist must set priorities and plan work carefully to meet deadlines for each assignment.

The incumbent reviews all cases received by the Office. In his or her review, he or she checks to insure that the documentation submitted includes sufficient and substantial legal evidence. The incumbent provides comments as needed, and recommends changes if necessary.

The incumbent prepares and or reviews various legal documents (discovery requests and responses, reports, Voluntary Compliance Agreements, Conciliation Agreements and settlements, etc.) His or her work serves as the basis of legal arguments, interpretations and opinions.

The incumbent must keep abreast of new case law, changes to statutes, regulations and changing agency policies. The incumbent must understand the often subtle interrelationships between various statutes and regulations of the Fair Housing Act, Title VI, Section 504, and other legal authority relevant to enforcement and compliance actions.

### Factor 5. Scope and Effect

The purpose of the incumbent's work is to support the work of the Attorneys of the Regional Counsel in the development of Fair Housing cases. He or she supports the efforts of FHEO Investigators and Attorneys to investigate, review, and recommend decisions on enforcement and compliance actions; and represent the agency in enforcement actions. The work performed by the incumbent facilitates the work of HUD Attorneys in supporting FHEO's enforcement and compliance actions. He or she provides

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recommendations and contacts the FHEO Investigator to complete the case file where he she feels that the Attorneys will need additional information or facts. His her assistance in this work is substantial, involving detailed review of all documents submitted on cases; recommendations and comments; coordination with all parties; etc.

The effect of the work accomplished by the incumbent is both substantial and far reaching. Not only does his her work impact on the effectiveness of the Regional Counsel's activities, missions, and programs, but also on the effectiveness of the programs (i.e. FHEO) being supported by the Office of the Regional Counsel. The analysis and resolution of problems accomplished by the incumbent furthers the overall quality, effectiveness, and efficiency of the operations of the Regional Counsel, of FHEO and assists the aggrieved parties in resolving their complaints expeditiously.

The effect of the incumbent's work extends beyond his her own office in that he she participates in training paralegals not only in his her own office, but also throughout the Country.

### Factor 6. Personal Contacts

The incumbent's contacts are with other Region VII employees, other HUD Regional Office personnel, personnel of HUD Headquarters, the Dept. of Justice, Office of Administrative Law Judges, State and local governments and the community. Non government contacts include aggrieved persons, opposing counsel, corporate Attorneys, managers, owners and employees of housing complexes. Contacts include individuals and or their Attorneys involved in Fair Housing, Title VI or other enforcement or compliance actions.

### Factor 7. Purpose of Contacts

Contacts are to obtain factual information; to advise on progress achieved in securing supportive case data; and to obtain information required for discovery including interrogatories, subpoenas, depositions, and other related tasks. For example, the specialist seeks out missing or additional documentation or factual information from sources with the Regional Counsel's office, FHEO, and others both within and outside government to complete the case file. Contacts are also made to advise Attorneys on progress achieved in securing supportive data and to obtain required information. The specialist must be skillful and tactful in this regard because sometimes individuals interviewed may be hostile or attempt to avoid involvement. The incumbent provides training to other paralegals, to FHEO Investigators, etc.

### Factor 8. Physical Demands

While much of the work is sedentary, there are occasional requirements for carrying of light items such as papers and books. No special physical demands are required to perform work.

### Factor 9. Work Environment

Work is performed in areas that are adequately lighted and climate controlled and where normal safety precautions for an office are practiced.

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

#### EVALUATION STATEMENT

1-7 1250

2-4 450

3-4 450

4-4 225

5-4 225

6-3 60

7-3 120

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8-1 5  
9-1 5

Total: 2790 = GS-12 (2755 to 3150)

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

Paralegal Specialist, GS-950-12  
PD# FC0035

Introduction subsection:

Incumbent performs legal research and technical duties under the guidance of an attorney with respect to HUD litigation matters, relevant legislation, regulations and precedents. Research and analysis topics may include litigation; Freedom of Information Act; Privacy Act; Ethics; appeals and legal fees; pleadings; legal summaries and reports; labor-management issues; personnel law, fair housing, and other substantive HUD litigation areas.

Add to the Duties subsection:

Labor and Personnel Litigation

With [substantial/moderate/minimal] direction from an attorney, Incumbent provides support for all phases of personnel and labor related litigation, including matters before the FLRA, EEOC, MSPB, and arbitrations. As requested, Incumbent engages in projects involving exhibits for use at administrative hearings and arbitrations, responses to data requests, discovery responses, litigation needs and monitoring, including, but not limited to, gathering and organizing documents, drafting privilege logs, reviewing and redacting documents, drafting correspondence and creating indices. Incumbent shall create and maintain master files for all personnel and labor related litigation, including but not limited to, maintaining management files on draft/proposed and/or finalized notices to the Union. Incumbent is responsible for securely maintaining and updating master files with all pleadings and relevant correspondences, including attorney-client privileged communications and work product concerning attorney recommendations with regard to settlement and labor-management issues. Incumbent is responsible for intake and tracking of all legal documents received as part of complaints, affidavits, depositions, motions and any other legal documents submitted to HUD in the course of personnel or labor litigation. The incumbent also provides substantial support to attorneys by utilizing the Department's various eDiscovery tools to consistently ensure that the Department is meeting its legal obligation to preserve electronic and other data when personnel or labor litigation is reasonably anticipated. Incumbent creates attorney working files upon request.