

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) EXC APPR NTE 14 months	3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Dept'l <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other	4. Employing Office Location Boston, Mass.	5. Duty Station Boston, Mass.	6. CSC Certification No. TLC: 0904	1. Agency Position No. 01-71242-8
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify) SCN A 213.3102 (e)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive	
13. Competitive Level Code 6000					
14. Agency Use SI: J BW: 0010					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						SEP: Y
b. Department, Agency, or Establishment	LAW Clerk	GS	904	09	MLP	10/29/86
c. Bureau						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Legal Clerk	GS	905	09		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)
Carolyn L. Federoff

18. Department, Agency, or Establishment U.S. Department of Housing & Urban Development a. First Subdivision Boston Regional Office b. Second Subdivision Office of Counsel	c. Third Subdivision d. Fourth Subdivision e. Fifth Subdivision
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19. Employee Review. This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

a. Typed Name and Title of Immediate Supervisor Marvin H. Lerman, Regional Counsel Signature: _____ Date: _____	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Signature: _____ Date: _____
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards

Typed Name and Title of Official Taking Action Robert J. Petrola, Personnel Staffing and Classification Specialist Signature: Robert J. Petrola Date: 10/29/86	22. Standards Used in Classifying/Grading Position GS-904 (Series Definition) GS-905 (Grade Level) Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

LEGAL CLERK

GS-905-09

Introduction

The Office of the Counsel is responsible for providing legal counsel, assistance, reviews and recommendations with respect to programs and activities assigned to the Regional Office and for providing professional advice, assistance and guidance to the Field Counsels.

Duties and Responsibilities

Incumbent resolves problems (of a low degree of difficulty) originating from the operations and activities of the Field Offices and from program matters originating in the Regional Office. In addition, furnishes legal advice and assistance on program matters to the Regional Administrator and Regional Directors. Reviews, analyzes and renders opinions on legal aspects of program matters within his assignment; provides legal advice and consultation to program and administrative staff members to assist them in making decisions and in recommending policy or procedural changes.

Must have a basic understanding of the various programs administered in the Regional or Field Offices and their interrelationships to other programs as well as the statutory requirement of the States within the region.

Attends meeting with Regional, and Field Office staff and representatives of applicants and of local, state, and federal agencies together with their legal and technical advisors, to provide immediate counsel on the legal aspects of matters discussed or developed therein. Confers by telephone and makes field trips to speak before or discuss legal matters with representatives of applicants and other interested persons.

Deals with all levels and branches of federal, state and local governments in the carrying out of the incumbent's functions and is responsive to inquiries from all levels of government and the public.

In consultation with General Counsel and Regional Counsel, conducts meetings, consultations and seminars with Departmental personnel and the public concerning the incumbent's duties, including the review and comment upon proposed and enacted federal legislation and its effect upon Departmental programs where such legislation relates to state legislative matters.

Maintains a close, continuing working relationship with the Regional Counsel, Associate Regional Counsels, Regional Office Directors, Central Office personnel, Field Office personnel and other Departmental personnel, and performs all special assignments and studies in any given area as directed by the Regional Counsel.

Supervision Received

Works under the general supervision of the Regional and Associate Regional Counsel who outline scope of assignments and provides guidance and advice on the problems encountered.

Incumbent is expected to independently plan and organize his work with minimum guidance and control. Relies on established national policies, standards and procedures in accomplishing his/her assignments.

Other Significant Facts

This position requires mature professional judgment and a high degree of initiative and ability to effectively communicate with others in an advisory capacity.

Requires graduation from an accredited law school.