

# PARALEGAL SPECIALIST

## DEPARTMENT OF THE ARMY, U.S. ARMY CORPS OF ENGINEERS

**Open and closing dates:**

December 12-16, 2018

**Salary**

\$54,120 – 85,125

**Pay Scale and Grade**

GS-09 (Full performance is GS-11)

**Work Schedule**

Full Time

**Location:**

1 vacancy in the following locations:  
Fort Worth, TX

**Relocation expenses reimbursed:** No

**Conditions of Employment:**

Appointment may be subject to a complete background investigation

**About the Position:**

This is a Paralegal Specialist, GS-0950-09 - GS-11, position with the U.S. Army Corps of Engineers, Fort Worth District Office of Counsel. This is a full-time term position initially filled not to exceed 13 months but may be extended up to 4 years in 1 year increments without further competition. The position will be filled at the GS-09 level and may have non-competitive promotion potential to the GS-11 level after at least 1 year of successful performance.

**NOTE:** This position is a TERM position, NTE 13 months. It is time-limited and may be extended up to a maximum of 4 years. This position may be converted to a permanent career or career-conditional appointment without further competition as long as all requirements are met. To be eligible for conversion, the employee must complete at least 2 years of current continuous service under a term appointment in the competitive service AND the employee must have a current performance rating under such term appointment of at least fully successful or equivalent.

**Responsibilities**

At the full performance GS-11 level, typical duties of the position may include, but are not limited to:

Receiving, examining, processing, researching, and analyze real estate requests regarding federal condemnations.

Conducting public records research, including conveyance and mortgage records in various county courthouses, in order to ascertain title ownership data and also to identify encumbrances and liens on property.

Reviewing county tax assessment rolls.

Assisting attorneys in reviewing title evidence for compliance with applicable USACE and the Department of Justice standards.

Assisting attorneys in identifying and drafting legal instruments, such as releases, disclaimers, and acts of subordination, in order to cure title or remove encumbrances and liens on property.

Assisting attorneys in drafting conveyance documents for closings.

Assisting attorneys in drafting pleadings and other legal documents needed for the condemnation of property to be included in Declaration of Takings.

Receiving, examining, processing, researching, and analyzing Freedom of Information Act (FOIA) requests.

Making determinations regarding release of information or furnishing significant and timely legal basis for recommended denial to the Initial Denial Authority (IDA), citing relevant statutory, jurisprudential, and regulatory material.

Preparing the annual FOIA Report by compiling statistics and accumulating paperwork for the preceding calendar year on those items prescribed.

Serving as alternate FOIA point of contact in the absence of the FOIA General Attorney.

Performing a variety of administrative and support functions.

### **Qualifications:**

In order to qualify, you must meet the experience or education requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

**Specialized Experience:** One year of specialized experience which includes at least two of the following: 1) utilizing automated legal databases to research case law, shepardize cases, or compile statistical data; OR 2) providing assistance to attorneys in preparation for investigations and inquiries; OR 3) drafting legal documents for review by attorneys OR 4) Working in a Real Estate office and providing assistance to attorneys in title searches, assisting in drafting conveyances, pleadings and other legal documents related to Real Estate transactions OR 5) assisting attorneys in conducting public records research, including but not limited to conveyance and mortgage records in various county courthouses . This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-09).

OR

**Education:** 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 a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position.

OR

**Combination of Education and Experience:** A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year (total graduate semester hours minus 18) by 18. Add the two percentages.

You will be evaluated on the basis of your level of competency in the following areas:

- Administrative Law
- Customer Service
- Technical Competence

## **FOREIGN EDUCATION**

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit your foreign education evaluation with your application

## **ADDITIONAL INFORMATION**

- If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
- You may claim military spouse preference, see the information in the [Military Spouse Preference Under Delegated Examining Procedures](#) information sheet.
- Multiple positions may be filled from this announcement.

## **HOW TO APPLY**

To apply for this position, you must send a resume and a copy of your transcript(s) to the following email address: [Renita.Brown@USACE.army.mil](mailto:Renita.Brown@USACE.army.mil). Your resume must be received during the open period as stated at the top of this announcement to be considered for this position.