



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

LITIGATION PARALEGAL

DEPARTMENT:

Senate Chief Counsel for Employment Office

SALARY RANGE:

\$56,078 - \$86,922

CONTACT

Human Resources
Room SH-231B Hart Building
E-mail: resumes@sec.senate.gov
Fax: 202-228-3603

POSTING DATE:

January 12, 2012

DEADLINE FOR APPLICATIONS:

January 26, 2012 Applications will NOT be accepted after 6:00 p.m.
E-mail, fax or hand-deliver applications.

E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

VETERANS' PREFERENCE:

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting www.senate.gov, click "Visitors," then

“Employment.” The Application for Veterans’ Preference will appear under “Secretary of the Senate Office of Human Resources.”

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate’s obligations and efforts to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran’s Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

LITIGATION PARALEGAL

Department: Senate Chief Counsel for Employment Office

Reports to: Legal Administrator

NATURE OF WORK

This is administrative support work providing substantive legal assistance to the Chief Counsel for Employment litigation attorneys. Work includes drafting and preparing legal reports, pleadings, correspondence, and memoranda. Work is bound by office policies and procedures and requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the immediate supervision of the attorney for whom the paralegal is working and the Legal Administrator.

ESSENTIAL FUNCTIONS

Drafts and prepares legal reports, court pleadings, correspondence, and other documents; reviews and manages all litigation documents; coordinates legal file set-up with litigation secretaries; determines and summarizes key issues for attorneys.

Assists attorneys in preparing legal documents; ensures compliance with federal laws, court and administrative rules, and court procedures; conducts legal research; prepares exhibits and notebooks for depositions, hearings, and trials; gathers and organizes documents for discovery.

Assists attorneys with discovery phase of litigation and preparation for trial; prepares exhibits and notebooks for and attends depositions, court hearings, and trials; prepares witness files; gathers and organizes documents for discovery; prepares draft interrogatories, requests for documents, requests for admissions, and other litigation documents; summarizes deposition transcripts; prepares and arranges for service of subpoenas; schedules court reporters for depositions.

Calculates filing dates for court and other filing deadlines; incorporates information into the tickler to monitor deadlines; notifies attorneys and staff of any updates to electronic court dockets; reviews legal sources for employment law related topics; maintains files on CAA history and amendments and Office of Compliance Procedural Rules; compiles data from various sources for administrative reports; checks data accuracy and drafts statistical reports; retrieves, copies, and distributes legal cases, articles and publications as requested.

Assists in maintaining litigation database for lawsuits; reviews legal documents to determine relevant legal and factual issues and uses that information to establish issue fields in database; scan paper documents to electronic format; indexes or files document images according to established office procedures.

Serves as legal representative for all Senate offices during safety inspections performed by the Office of Compliance; performs pre-inspections for all Senate offices to identify unsafe working conditions and coordinates repairs and safety updates with the Architect of the Capitol; prepares abatement responses to the OC; attends quarterly safety conferences.

Researches current and past legislation using available online resources; researches associated legislative history including committee reports, bill amendments, and hearing testimony.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is essentially performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is mostly sedentary with daily walking, standing, bending, carrying items under 25 pounds such as

books, papers, small parcels, etc.

Work with respect to Senate office safety pre-inspections and inspections may involve excessive walking, bending, entering limited walkways, stairwells, attic and basement space, and entering construction zones on the Capitol Hill complex. Pre-inspections and inspections may include off-site industrial and warehouse work sites where employees are engaged in physical labor, industrial, or construction processes and may involve uneven walking surfaces, lack of stairwell handrails, high noise levels, heat, fumes, need for use of safety helmets, goggles or other eye protection, or other protective gear.

MINIMUM QUALIFICATIONS

Work requires a college degree and successful completion of an accredited Paralegal Certificate program with five to seven years of paralegal experience, or an equivalent combination of education and experiences that provide the following knowledge, skills, and abilities:

Thorough knowledge of Bluebooking and cite checking rules and guidelines.

Knowledge of federal court systems and procedures.

Ability to use computer and relevant computer software packages, including working knowledge of a litigation database.

Knowledge of legal terminology and resources.

Knowledge of business English and spelling.

Ability to access and utilize various traditional and online research resources.

Ability to locate and apply federal court rules from all jurisdictions in United States.

Ability to read, comprehend, and follow oral and written instructions.

Ability to follow departmental rules, regulations, procedures, and functions.

Ability to establish and maintain effective working relationships with other employees, vendors, and clients.

Knowledge of modern office practices, procedures, and equipment.

Ability to concentrate for long periods of time and to pay careful attention to detail.

Ability to multitask, prioritize work, and meet deadlines.

Ability to maintain confidentiality and exercise discretion.

Ability to work extended and unscheduled hours as dictated by case load.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Paralegal Certificate.