



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

**POSITION:**

**Litigation Paralegal**

**DEPARTMENT:**

**Senate Chief Counsel for Employment Office**

**SALARY RANGE:**

**\$67,963 - \$105,343**

**CONTACT:**

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

**FEDERAL RELAY SERVICE:**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

**POSTING DATE:**

**March 1, 2018**

**DEADLINE FOR APPLICATIONS:**

**Open until filled**

The online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**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:

[https://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf)

**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](mailto: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.



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**LITIGATION PARALEGAL**

**Department:** Senate Chief Counsel for Employment Office

**Reports to:** Legal Administrator

**NATURE OF WORK**

This is administrative paraprofessional work providing substantive legal assistance to the litigation attorneys in the Office of the Senate Chief Counsel for Employment. Work includes drafting and preparing legal reports, pleadings, correspondence, and memoranda, conducting inspections, and trial preparation and support. Work is bound by Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Draft and prepare legal reports, court pleadings, correspondence, and other documents; review and manage all litigation documents; coordinate legal file set-up with litigation secretaries; determine and summarize key issues for attorneys.

Assist attorneys in preparing legal documents; ensure compliance with federal laws, court and administrative rules, and court procedures; conduct legal research; prepare exhibits and notebooks for depositions, hearings, and trials; gather and organize documents for discovery.

Assist attorneys with discovery phase of litigation and preparation for trial; prepare exhibits and notebooks for and attend depositions, court hearings, and trials; prepare witness files; gather and organize paper and electronic documents for discovery; prepare draft interrogatories, requests for documents, requests for admissions, and other litigation documents; summarize deposition transcripts; prepare and arrange for service of subpoenas; schedule court reporters for depositions.

Assist in maintaining litigation database for electronic discovery and other aspects of lawsuits; review legal documents to determine relevant legal and factual issues and use that information to establish issue fields in database; scan paper documents to electronic format; index or file document images according to established office procedures.

Calculate filing dates for court and other filing deadlines; incorporate information into the tickler to monitor deadlines; notify attorneys and staff of any updates to electronic court dockets; review legal sources for employment law related topics; maintain files on Congressional Accountability Act (CAA) history and amendments and Office of Congressional Workplace Rights (OCWR) Procedural Rules; compile data from various sources for administrative reports; check data accuracy and draft statistical reports; retrieve, copy, and distribute legal cases, articles, and publications as requested.

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



## **UNITED STATES SENATE OFFICE OF THE SECRETARY**

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Serve as legal representative for all Senate offices during safety inspections performed by the OCWR; perform pre-inspections for all Senate offices to identify unsafe working conditions and coordinate repairs and safety updates with the Architect of the Capitol; prepare abatement responses to the OCWR; attend quarterly safety conferences.

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

Maintain current knowledge of the Office of the Senate Chief Counsel for Employment's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

### **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 with five to seven years of paralegal experience, and 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 (e.g., Relativity, Summation, Concordance).

Knowledge of legal terminology and resources.

Knowledge of and proficiency using business English and proper grammar.

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## **UNITED STATES SENATE OFFICE OF THE SECRETARY**

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

Ability to locate and apply federal court rules from all jurisdictions in the 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, CERTIFICATIONS, AND OTHER REQUIREMENTS**

Paralegal Certificate preferred.

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