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Legal Documents Review Clerk 05

GS-986-05

NOTE: THE SENTENCE IN PART I DESCRIBING THE REASON FOR THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED.

I. INTRODUCTION

This position is established to receive incoming legal documents, applications and supporting materials, review them for administrative completeness and maintain control records and files.

II. MAJOR DUTIES AND RESPONSIBILITIES

Matches documents to appropriate file. Verifies timeliness, receipt of fees, proper format, signatures, etc. Reconciles control records and assembled applications, identifies defective papers, calculates due dates or performs other similar activities to prepare files for examination or further processing.

Builds and maintains automated or hardcopy records on status of legal documents, applications or supporting materials. Extracts data for regular and one time reports or to respond to inquiries from staff, public, applicants or litigants.

Reviews requests for certain administrative transactions such as change of address, powers of attorney, extensions of time, requests for access to documents. Routes papers or prepares notices.

Provides staff, public, applicants or their representatives with information on the location of applications, verification of receipt of various legal documents and supporting materials, action point for additional information, access to records or similar public services.

III. FACTOR LEVELS

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION FL1-3, 350 POINTS

Knowledge of standard rules, procedures and processing stages for assigned type of applications or legal documents in order to review materials for completeness preliminary to examination, verify correct assembly of files, establish and maintain control records, and extract status information from data bases to respond to inquiries.

Knowledge of transaction identification and control systems, manual and automated files and databases used in work unit in order to build, update and reconcile records, respond to status inquiries and prepare regular reports.

FACTOR 2 SUPERVISORY CONTROLSFL 2-3, 275 POINTS

Supervisor assigns work by providing instructions on timeliness and technical methods to be used. Employee independently plans the work, resolves problems, and carries out successive steps of assignments. Supervisor or senior employee are available to provide assistance in resolving unusual combinations of circumstances. Work is reviewed for timeliness and technical adequacy.

FACTOR 3 GUIDELINESFL 3-2, 125 POINTS

Guidelines are both oral and written and include manuals, standard work unit procedures and user instructions for automated databases. Rules and procedures are available for virtually all assigned functions. Employee identifies what needs to be done based on type of legal document or instructions accompanying file. Situations where established procedures do not apply are referred to supervisor or senior employee.

FACTOR 4 COMPLEXITY FL 4-2, 75 POINTS

The work involves several related steps and processes which are normally performed preliminary to an extensive administrative examination process. Selecting appropriate method or procedure depends on factual information contained in legal document or application.

FACTOR 5 SCOPE AND EFFECTFL 5-2, 75 POINTS

The work involves applying specific rules and criteria to individual transactions to ascertain completeness of application or legal document or to establish and maintain control records. Accuracy and timeliness of work products facilitates follow on application examination functions.

FACTOR 6/7 PERSONAL CONTACTS/PURPOSE OF CONTACTS FL 6-2A, 45 POINTS

Contacts are with other employees in the work unit and related work units. There may be some contact with the public, applicants and litigants. The purpose of the contacts is to obtain or provide factual information.

FACTOR 8 PHYSICAL DEMANDSFL 8-1, 5 POINTS

No unusual physical exertion is required.

FACTOR 9 WORK ENVIRONMENT FL 9-1, 5 POINTS

Work is performed in a typical office environment.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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