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Legal Instruments Examiner 07

GS-0963-07

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 examine an assigned docket of legal documents such as applications, petitions, notices and other similar materials for compliance with legal requirements, regulatory and administrative procedures.

II. MAJOR DUTIES AND RESPONSIBILITIES

Analyzes assigned type of legal document or application and supporting materials for completeness of information and compliance with an extensive body of regulations and procedures. Grants entitlement requested for applications meeting governing provisions.

Identifies deficiencies in application. Prepares notice to request additional information, identify remedial actions(s) required, timeframes available and fees for correction.

Maintains hardcopy and automated official transaction history for assigned docket. Posts notices sent, amendments and other materials submitted, office actions and unit's final disposition of application.

Performs an overall and specific quality review of transactions processed by lower grade employees. Identifies problems, takes corrective action, reconciles records, transmits to next action point.

Provides staff, public, applicants and their representatives with assistance and information on status of application, processing procedures, timeframes and point of contact for public services.

III. FACTOR LEVELS

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION FL 1-4, 550 PTS

Knowledge of an extensive body of rules, procedures and processing stages for examination of assigned type of legal instrument in order to determine compliance with legal criteria and administrative rules, and provide information and assistance on administrative requirements.

Knowledge of work unit's manual and automated control systems in order to maintain transaction history for an assigned docket.

Ability to communicate orally and in writing in order to prepare notices and provide information on examination criteria and administrative procedures to applicants and public.

FACTOR 2 SUPERVISORY CONTROLSFL 2-3, 275 Pts

Supervisor assigns work in terms of priorities 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 to resolve unusual combinations of facts or circumstances. Work is reviewed for timeliness and technical adequacy.

FACTOR 3 GUIDELINES FL 3-3, 275 Pts

Guidelines are both oral and written and include agency policies and procedures, user instructions for automated systems and precedent cases for unusual combinations of facts or conditions. Employee is frequently required to interpret guidelines to determine that application information meets criteria, since assignments concern problem cases in a stage of the examination process or situations where applicants have some options.

FACTOR 4 COMPLEXITY FL 4-3, 150 Pts

Work involves examination of a full range of documents in a discrete administrative stage of the examination process. Cases are characterized by most the following factors: identifying information gaps or discrepancies that impact entitlement, providing notice on procedural options and their effect on fees and deadlines, verifying conformance to criteria for unusual combinations of facts or conditions, determining final disposition for certain administrative matters, examination of portion of the application where there is no prescribed format for presentation of key information or where interpretation is necessary to determine responsiveness to legal criteria.

FACTOR 5 SCOPE AND EFFECT FL 5-3, 150 Pts

The purpose of the work is examination of legal documents to determine conformance with legal criteria and administrative rules and to maintain official prosecution history of cases. Work directly affects the establishment of entitlements and may be the agency's final action on a requested entitlement.

FACTOR 6/7 PERSONAL CONTACTS/PURPOSE OF CONTACTS FL-2B, 75 POINTS

Contacts are with other agency employees, applicants and their representatives. The purpose of the contacts is to obtain or provide information and to explain certain procedural options and their consequences.

FACTOR 8 PHYSICAL DEMANDS FL 8-1, 5 Pts

No unusual physical exertion is required.

FACTOR 9 WORK ENVIRONMENT FL 9-1, 5 Pts

Work is performed in a typical office environment.

Total = 1485 Pts

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

IV. UNIQUE POSITION REQUIREMENTS

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