

Welcome Alice VonEva Pettigrew (00018713).

Job Description

Job Title	Paralegal Specialist		
Job ID	16856		
Date Opened	04/12/2022		
Date Closed	04/21/2022		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Agency		
Grade	09		
Bargaining Unit	1_2	Compensation Unit 1 & 2	
Minimum Range	\$57,162.000000	Maximum Range	\$73,596.000000
Target Openings	1	Available Openings	1

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General Job Information

Job Summary

This position is located in the Government of the District of Columbia, Department of Insurance, Securities and Banking. This position description depicts generalized duties and responsibilities required of a position with primary responsibility for providing legal support services which facilitate the work of the legal staff of the assigned office. This is a developmental level position and assignments typically involve work that is straightforward is not controversial.

Duties and Responsibilities

Analyzes and evaluates case files against agency jurisdictional requirements. Investigates, compiles and evaluates factual information in conjunction with varying data. Notes and corrects case file deficiencies (e.g., missing documents) before sending the case on to the assigned Investigators. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries, as appropriate. Gathers, sorts, classifies and interprets data, documents, records, or other evidence necessary for investigation.

Responds to public inquiries with general information and assistance regarding issues under the purview of the assigned office. Prepares documents, forms, and letters for communication with the parties involved in pending and closed investigations. Maintains an effective system of monitoring and tracking cases to ensure compliance with all relevant deadlines.

Vaccination Requirement

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

Qualifications and Education

Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Licenses and Certifications

None

Working Conditions/Environment

Work is primarily performed in an office setting.

Other Significant Facts

Tour of Duty: Monday – Friday 8:15 a.m.- 5:00 p.m.

Pay Plan, Series, Grade: CS-0950-09

Promotional Potential: None

Collective Bargaining Unit (Union): This position is covered under a collective bargaining unit (AFGE Local 2401), and you may be required to pay an agency service fee through direct payroll deduction.

Duration of Appointment: Career - Regular Appointment

Position Designation: Security Sensitive: The incumbents of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

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