



**United States Court of Federal Claims**  
**Office of Special Masters**

717 Madison Place NW  
Washington, DC 20439

**POSITION VACANCY**

<b>Announcement Number:</b>	<b>OSM-2020-01-SA</b>
<b>Position Title:</b>	<b>Paralegal</b>
<b>Open Date:</b>	<b>January 17, 2020</b>
<b>Close Date:</b>	<b>February 7, 2020</b>
<b>Type of Appointment / Position:</b>	<b>Permanent</b>
<b>Grade / Salary Range:</b>	<b>CL-26 (\$52,440 - \$85,243) Promotion potential up to CL-27</b>
<b>Duty Location:</b>	<b>Washington, DC (conveniently located to McPherson Square Metro)</b>
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

**Position Overview and Representative Duties:**

The United States Court of Federal Claims, Office of Special Masters (OSM) invites applications for the position of paralegal. The paralegal is a member of the Staff Attorneys Office.

OSM consists of one Chief Special Master and seven Special Masters -- full-time judicial officials who adjudicate claims filed pursuant to the National Childhood Vaccine Injury Act, 42 USC § 300aa-1 et. seq. The paralegal to be hired will assist OSM's "pre-assignment review" ("PAR") process, which seeks to review medical records and other evidence filed at the outset of a new claim to confirm that the record is substantially complete as required by Section 11(c) of the Vaccine Act. The paralegal will perform PAR-related case management responsibilities, specifically in connection with cases in which additional records are deemed necessary by OSM to support the vaccine petition. The paralegal will perform a variety of duties including assisting OSM (and specifically the PAR staff attorneys) by independently responding to inquiries from parties regarding cases, reviewing, drafting and finalizing documents for filing, generating statistical reports, researching legal questions, and preparing memoranda.

Additional information regarding the Office of Special Masters can be found at:

<http://www.uscfc.uscourts.gov/vaccine-programoffice-special-masters>

No relocation expenses will be paid.

**General Experience:**

- Review legal documents, specifically new Vaccine Act petitions, for completeness with respect to documents necessary to evaluate the claim and/or make the claim compliant with the Act's substantiation requirements. Respond to questions related to the status and scheduling of newly-filed vaccine cases. Conduct legal research using source material or the internet. Compose and prepare routine correspondence, procedural orders, draft decisions, and documents that may require substantial research or analysis. Identify unique matters and undertake special handling requirements.

- Track and monitor calendars, filings, etc. Review daily reports (electronic and paper) to identify new filings. Monitor compliance with court orders, initiate appropriate action as necessary.
- Maintain OSM's information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
- File orders, notices, and decisions in the court's electronic filing system (CM/ECF). Create and update templates and standard documents for orders, decisions, and other related documents.
- Monitor deadlines, prioritize tasks, and determine need for action by the Chief Special Master or staff attorneys assigned to work with the PAR process. Prepare necessary documents. Compose non-routine documents that require substantial research and analysis. Proofread documents and check citations before submission to the Chief Special Master or staff attorneys. Monitor caseload, organize filings and correspondence related to cases, log motions and other actions, and update the case list. Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
- Perform legal research and analysis and communicate results to the Chief Special Master or staff attorneys orally or in writing; draft recommendations for resolution.
- Work effectively with PAR staff attorneys to ensure the PAR process is efficiently administered.

The successful candidate must be a self-starter as well as detail-oriented, must be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times; must have strong prioritizing and problem-solving skills, solid communication skills (both written and oral) and the ability to communicate effectively with persons within the court as well as with persons outside the court; must demonstrate the ability to work harmoniously with others in a team environment and exhibit a professional manner at all times.

#### **Qualifications:**

To qualify at the CL 26 level: Two years of specialized experience, including at least one year equivalent to work at CL-25.

**Preferred Qualifications:** The court prefers the candidate to have a Bachelor's degree. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the paralegal may be substituted for the degree requirement. A Registered Nurse will be given preferential consideration.

**Specialized Experience:** Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

#### **Benefits:**

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

#### **How to Apply:**

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to [osm\\_jobs@cfc.uscourts.gov](mailto:osm_jobs@cfc.uscourts.gov). Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: [www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf](http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf);

- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

**What to Expect Next:**

- OSM will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- OSM reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.