

## General Position Qualifications: Paralegal Specialist

As an entry level Paralegal Specialist at TSA, you will use your knowledge and experience to perform a mixture of assignments as a part of a team. Your work will cover a variety of duties including reviewing case materials; searching for and summarizing relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; preparing digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; participating in pre-trial witness conferences, noting any deficiencies in case materials and additional issues or other matters requiring investigation prior to trial, and requesting further investigation by other agency personnel to correct deficiencies or personally conducts limited investigations at the pre-trial stage; preparing and organizing trial exhibits, as required, such as statistical charts and photographic exhibits; and preparing summaries of testimony and depositions to include drafting and editing non-legal memoranda, research reports, and correspondence relating to cases.

The general position qualifications for the Paralegal Specialist position through the Career Resident Program are outlined below. To be eligible for the Paralegal Specialist position, you must be able to demonstrate in your application how you meet these general qualifications.

### Basic Requirements (must meet A or B or C):

- A. Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university;

OR

- B. At least 3 years of progressively responsible experience, one year (52 weeks) of which was equivalent to at least the GS-04 grade level, that demonstrates the ability to
- Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
  - Plan and organize work; and
  - Communicate effectively orally and in writing;

OR

- C. A combination of successfully completed post-high school education and experience may be used to meet the total qualification requirements for the pay band level specified. The requirements may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the pay band level; then determining the applicant's education as a percentage of the education required for the pay band level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify for that pay band level.