Social Security now touches the lives of nearly every American through its retirement, survivors, disability or Supplemental Security Income program. In the course of a year, the Social Security Administration (SSA) pays benefits to over 40 million people. Those who disagree with the Agency’s decisions regarding their claims for benefits may appeal through The Office of Disability Adjudication and Review (ODAR). ODAR holds hearings and decides requests for appeal.

The Social Security Administration (ODAR) is recruiting in the Middlesboro, KY area. Our desire is to consider veterans who are eligible for non competitive consideration under the Veterans Recruitment Authority and the authority to hire veterans with 30% or more disability certification.

**BRIEF SUMMARY OF JOBS:**

**Legal Assistant - Case Tech (Office Automation)** - Grade levels, GS-04 at $28,553.00 per annum, GS-5 at $31,944.00 per annum, GS-6 at $35,609.00 per annum. The incumbent provides support to Administrative Law Judges and other professional employees in processing cases filed under the Social Security Act. This includes reviewing and analyzing medical and legal documentation; composing correspondence; scheduling cases for hearing and prepare notices of hearing; monitoring hearings, setting up recording equipment and recording evidence and testimony using state-of-the-art computer technology to access and update information about cases.

**Legal Assistant (Senior Case Technical)** – Grade levels, GS-05 at $31,944.00 per annum, GS-06 at $35,609.00 per annum, GS-07 at $39,570.00 per annum, GS-08 at $43,823.00 per annum. The incumbent provides support to Administrative The incumbent reviews and analyzes medical and legal documentation; composes complex correspondence; schedules cases for hearing and prepares notices of hearing; monitors hearings, sets up recording equipment and recording evidence and testimony using state-of-the-art computer technology to access and update information about cases.

**Excellent benefits package** includes health insurance with pre-tax employee premiums and government contributions; life insurance for self and family, long term care insurance for employees and eligible family members; thrift savings plan with automatic agency contributions and matching funds; paid sick leave.

**QUALIFICATION REQUIREMENTS:**

**Legal Assistant (Case Technician) (Office Automation), at the GS-04 Level:** At least one year of general experience which includes progressively responsible clerical office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

**For GS-05 Level:** At least one year of specialized equivalent to the GS-04 level in the Federal service. Specialized experience is experience that demonstrates abilities to successfully perform the duties of the position and which is typically in or related to the position to be filled, i.e., experience in reviewing and analyzing and legal documents for completion and accuracy, scheduling cases for hearings in accordance with legal and regulatory requirements; maintaining a terminology by use of personal computer.

**For GS-06 Level:** At least one year of specialized experience equivalent to the GS-05 level in the Federal service. Specialized experience is experience that demonstrates abilities to successfully perform the duties of the position and which is typically in or related to the position to be filled; experience in reviewing and analyzing medical and legal documents for completion and accuracy, scheduling cases for hearings in accordance with legal and regulatory requirements; maintaining a tracking system; composing and preparing correspondence containing specialized terminology by use of a personal computer.

Knowledge of the office automation systems and the ability to type 40 words per minute to perform word processing duties is required for all grade levels.
Legal Assistant (Senior Case Technician), at the GS-5 level: At least one year of specialized experience equivalent to the GS-4 level that included applying a body of rules, regulations, precedents, or procedures. This experience includes communicating with a wide variety of individuals and using a computer to prepare correspondence.

For GS-06 Level: At least one year of specialized experience equivalent to the GS-5 level that included legal, clerical, or secretarial work in legal instruments examining. This experience involves such duties as maintenance of legal files and case controls, abstraction of information from legal files, and preparation of legal forms and documents.

For GS-07 Level: At least one year of specialized experience equivalent to the GS-6 level in Federal Service. Specialized experience is defined as experience receiving and reviewing legal documents for form and content to ensure they comply with regulations and that procedural requirement are met; assembling records of legal proceedings; furnishing information regarding the status of pending cases; and composing and processing legal and administrative correspondence.

For GS-08 Level: At least one year of specialized experience equivalent to the GS-7 level in Federal Service. Specialized experience is defined as experience reviewing and analyzing medical or legal documentation; processing medical claims for payment. Request consultative examinations and or medical records. Compose complex and or technical correspondence to litigants, lay representatives and attorneys. Set up and monitor hearings.

Note: Part time work is prorated in crediting experience (e.g. if you work 20 hours per week for a 12 month period), you will be credited with 6 months of experience.

Substitution of Education

For GS-5 level positions, only education in excess of the first 60 semester hours or 90 quarter hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirements. One full academic year of study (30 semester hours or 45 quarter hours) beyond the second year is equivalent to 6 months of specialized experience. A Bachelor's Degree is fully qualifying for GS-5.

For GS-6: Successful completion of at least one half an academic year of graduate education in a field that is directly related to the position, i.e., legal studies.

HOW DO I APPLY?

A DD214 must be submitted to support a claim for Veterans’ Preference. If you are qualifying based on education, you MUST submit copies of college transcripts. Applications will be accepted from all US Citizens.

Resumes may be sent via email to: David.Shelby@ssa.gov. Should you have questions about these vacancies please feel free to call: David Shelby at 1-877-600-2851 extension 13015.

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