

**Career Opportunity**  
**This is not a Federal Position**

We are currently accepting applications to fill the following vacancy:

**Paralegal Specialist**  
**Office of General Counsel**  
**Announcement Number SI-20-0102**

<b>OPEN DATE:</b>	<b>October 6, 2020</b>
<b>CLOSING DATE:</b>	<b>October 19, 2020</b>
<b>PAY BAND:</b>	<b>IS-0950-11 (with promotion potential to IS-0950-12)</b>
<b>SALARY:</b>	<b>\$72,030 - \$84,435 (Commensurate with experience)</b>
<b>APPOINTMENT TYPE:</b>	<b>Indefinite</b>
<b>SCHEDULE:</b>	<b>Full-Time</b>
<b>DUTY LOCATION:</b>	<b>Washington, DC</b>

**Who may be considered for employment:** All qualified candidates eligible for employment in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs.

**KEY REQUIREMENTS**

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- U.S. employment eligible

**SUMMARY:**

The Paralegal Specialist will provide legal support by performing general paralegal duties to support the attorneys of the Office of General Counsel in all aspects of the legal work of the Office.

The Office of General Counsel (OGC), within the Smithsonian Institution (SI) in Washington, DC represents the Smithsonian in litigation, both civil and administrative, provides legal advice and counsel to the Smithsonian Institution, including its Board of Regents and other executive leadership, on matters involving the administration of the Smithsonian's museums, research centers, and zoological park.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:**

**Litigation Support**

- Conduct extensive and thorough legal research on precedent cases, decisions, and opinions that may be applicable to legal matters.
- Create chronologies of cases by evaluating which documents are sufficiently important to be included, selecting and citing important documents, dates, deadlines and communications.
- Evaluate the adequacy and/or admissibility of evidence, to request additional data or further investigation, when needed, or to develop narrative or graphic exhibits to support specified legal arguments.

- Plan, organize and conduct extensive, thorough investigations.
- Perform initial evaluation of whether documents located by Smithsonian units are responsive to records requests.

#### Claims

- Provide paralegal support for administrative claims filed with the Smithsonian. With minimal supervision, manage the intake and processing of all claims, including:
  - Analyze each incoming claim to determine whether it complies with procedural requirements.
  - Resolve any deficiencies.
  - Monitor the investigations conducted by the Office of Risk Management into the factual basis of the claim, providing them with direction as to particular facts that bear upon the legal issues of the case

#### Requests for Information

- Provide paralegal support for requests for information received through the Freedom of Information Act or SD807 (Requests for Smithsonian Information).

Perform other duties as assigned.

#### **REQUIREMENTS AND QUALIFICATIONS:**

- Bachelor's degree and 5 or more years of relevant legal support experience.
- Practical knowledge of and skill applying basic legal principles and concepts to interpret and apply, or explain to others the application of, a body of law, regulations, precedents, and practices covering one or more recurring types of legal actions.
- Knowledge of and skill applying legal reference sources in agency manuals, directories, issuances, precedent decisions, court and administrative decisions, precedents and interpretations, and commercial legal resources/publications enough to perform extensive legal research into the legislative history, precedent cases, decisions and opinions.
- Skill in evaluating relevance of and summarize substantive information enough to evaluate and interpret appropriate language, legal reasoning, precedents, and organization of facts and ideas to assist in case preparation; and to ensure that information is lawfully released or withheld.
- Knowledge of and skill applying legal techniques, methods and skills necessary to analyze both issues of fact and issues of law in order to draft and/or prepare digests of case decisions, other litigation papers, advisory opinions, or findings.
- Knowledge of the principles and techniques of fact-finding and investigating practices.
- Knowledge of federal court litigation enough to assist attorneys with all aspects of federal court litigation.
- Knowledge of electronic discovery, including the review and production of e-mails and electronic documents in their native formats.
- Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of office automations systems (i.e. Microsoft Office) and legal research software (i.e., Westlaw and Lexis-Nexis).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

The Smithsonian Institution, the world’s largest museum and research organization, was established in 1846 with a bequest from English Scientist James Smithson. The Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**To Apply:**

<p><b>Please forward a resume, salary requirements, cover letter to:</b> Application materials submitted without salary information will not be considered. Applicants not meeting the mandatory and minimum requirements will not be considered.</p>	<p><a href="mailto:SIcareers@si.edu">SIcareers@si.edu</a> Please include the position title in the subject line.</p>
<p>Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. <b>What to expect next:</b> After a review of applicants is complete, qualified candidates’ résumés will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)

The attached Applicant Survey Form should be completed by all candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be a part of the application.

APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution’s search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number: \_\_\_\_\_

First Name													
Last Name													

Year of Birth: 19\_\_\_\_

Gender: Male \_\_\_\_

Female \_\_\_\_

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes \_\_\_\_\_ No \_\_\_\_\_

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any physical disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine