

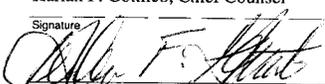
**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
NL12390

|  |  |  |  |   |  |  |  |                                    |  |
|--|--|--|--|---|--|--|--|------------------------------------|--|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field<br><input type="checkbox"/> Reestablishment <input type="checkbox"/> Other |  | 3. Service<br><input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field   |  | 4. Employing Office Location<br>Orlando, FL.  |  | 5. Duty Station  |  | 6. OPM Certification No.           |  |
| Explanation (Show any positions replaced)  |  | 7. Fair Labor Standards Act<br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt                                   |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests   |  | 9. Subject to IA Action<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  | 13. Competitive Level Code<br>0568 |  |
| 10. Position Status<br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted (Specify in Remarks)<br>SES (Gen.) <input type="checkbox"/> SES (CF)   |  | 11. Position is:<br><input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither |  | 12. Sensitivity<br><input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive<br><input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive |  | 14. Agency Use   |  |                                    |  |

|   |                            |   |                   |       |          |      |
|---|----------------------------|---|-------------------|-------|----------|------|
| 15. Classified/Graded by  | Official Title of Position | Pay Plan                                  | Occupational Code | Grade | Initials | Date |
| a. U.S. Office of Personnel Management                                  |                            |   |                   |       |          |      |
| b. Department, Agency or Establishment                                  |                            |   |                   |       |          |      |
| c. Second Level Review  |                            |   |                   |       |          |      |
| d. First Level Review   | Paralegal Specialist       | GS  | 0950              | 05    |          |      |
| e. Recommended by Supervisor or Initiating Office                       |                            |   |                   |       |          |      |
| 16. Organizational Title of Position (if different from official title) |                            | 17. Name of Employee (if vacant, specify) |                   |       |          |      |

|   |  |   |  |
|---|--|---|--|
| 18. Department, Agency, or Establishment<br>Department of the Army (DA)           |  | c. Third Subdivision<br>Office of the Commander (C) |  |
| a. First Subdivision<br>U.S. Army Materiel Command (AMC)                          |  | d. Fourth Subdivision<br>Legal Services Office (CL) |  |
| b. Second Subdivision<br>Simulation, Training & Instrumentation Command (STRICOM) |  | e. Fifth Subdivision                                |  |

|   |  |  |  |
|---|--|--|--|
| 19. Employee review - This is an accurate description of the major duties and responsibilities of my position.  |  | Signature of Employee (optional)   |  |
| 20. <b>Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |  |  |  |
| a. Typed Name and Title of Immediate Supervisor<br>Harlan F. Gottlieb, Chief Counsel  |  | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |  |
| Signature:  Date: 7-13-01  |  | Signature: _____ Date: _____   |  |

|   |  |   |  |
|---|--|---|--|
| 21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply, in accordance with the most applicable published standards. |  | 22. Position Classification Standards Used in Classifying/Grading Position<br>USOPM GS PCS for Paralegal Specialist Series, GS-0950, Aug 86, TS-76, Jul 99, HRCD-7; USOPM GS PCS for Legal Clerical & Assistance Series, GS-0986, Jan 92, TS-112, Jul 99, HRCD-7  |  |
| Typed Name and Title of Official Taking Action<br>William C. Youmans, Acting Chief of Staff   |  | <b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |
| Signature:  Date: 7/16/01  |  |   |  |

|                        |          |      |          |      |          |      |          |      |          |      |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| 23. Position Review    | Initials | Date |
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24. Remarks  
This is a developmental position to the full performance level position of GS-09, JN NL12289. The duties assigned prepare the incumbent for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of this position. Promotion to GS-07, JN12290 is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level GS-09 PD attached.  
BUS: 7777