



Securing today
and tomorrow

Career Opportunity at the Social Security Administration Nationwide



Legal Assistant

POSITION OVERVIEW

Legal Assistants provide legal and technical support to Administrative Law Judges (ALJs), attorneys, paralegal analysts, and other technical personnel. They develop and process requests for hearings from start to finish, independently performing a wide range of actions to include: scheduling cases for hearings, preparing case summaries, and reviewing/analyzing medical and legal documentation.

SALARY & ADVANCEMENT

Entry into this position normally starts at the GS-5 level (salary - \$) with advancement opportunity to the GS-8 level (salary - \$). Candidates with legal experience and/or graduate level education may be hired above the entry level. See General Schedule (opm.gov) for salaries in your area. Future career opportunities include, but are not limited to, technical expert and management positions.

TECHNICAL TRAINING

Management devises structured training and development activities to provide experience and technical competence in the principles, methods, and procedures of the full job performance level (GS-8).

QUALIFICATIONS

To qualify, you must be a U.S. citizen, and have excellent communication, organizational, interpersonal, problem solving, analytical, writing and computer software skills. We consider additional qualifications such as experience, education or a combination of experience and education.

EXCELLENT BENEFIT PACKAGE

- Earn 13 paid vacation days a year, then
 - » 20 days a year after 3 years
 - » 26 days a year after 15 years
- Earn 13 paid sick days each year
- 11 paid Federal holidays
- Health benefits including medical, dental, and vision; and access to flexible spending accounts
- Life insurance
- Pension benefits under the Federal Employees Retirement System
- Optional Thrift Savings Plan (similar to a 401K). The government matches your contribution up to 5% of your salary
- Flexible work schedules
- Potential overtime opportunities
- Eligibility for the Public Service Student Loan Forgiveness Program
- Telework up to 5 days per week* near major metropolitan areas, like Baltimore, Washington, Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Seattle, Kansas City, San Francisco, Birmingham, and Wilkes-Barre.

*Employees may report onsite periodically to complete training and employee services.

CONTACT US:

For more information on SSA careers, visit:
www.ssa.gov/careers/

In addition, scan QR code for jobs in the Office of Hearings Operations



Special Instructions for emailing your resume:

Please keep in mind that emailing your resume is not a secure means of communication with us. It is possible that information you include in an email could be intercepted and read by others outside of SSA and used by those third parties for purposes you did not intend. For this reason, we ask that you limit the personal information you send to that which is necessary. Do not include any Social Security numbers.