

# Attorney Advisor

Agency: Social Security Administration

Type of Appointment: Full-time-Excepted Service (Not to Exceed (NTE)) Four-year (4) appointment, may be extended or made permanent).

Geographic Region: Pacific Northwest

Locations: Eugene, Oregon, Spokane, Washington and Seattle, Washington

Application Deadline: as soon as possible

Start Date: Acceptance required by 9/30/18 but new employee can report up until 10/14/18

## **Position Description and Duties:**

The position is for an Attorney Advisor for the Social Security Administration Office of Hearings Operations. The issues largely relate to disability determinations in applications for Social Security Disability Benefits and Supplemental Security Income.

An Attorney Advisor drafts grammatically and technically correct, persuasive, legally sufficient decisions on behalf of Administrative Law Judges which are supported by the evidence and addresses all medical and legal aspects of the case. An Attorney Advisor ensures the decisions are appropriate for issuance to claimants and representatives and are consistent with the agency rules and regulations. An Attorney Advisor reviews and analyzes remanded decisions to ensure Court and/or Agency instructions are followed. As appropriate, an Attorney Advisor makes recommendations to the Administrative Law Judges to ensure an accurate, legally sufficient decision is issued.

## **Skills:**

- Exceptional legal writing skills, including great attention to detail.
- Ability to produce high quality work product within designated time constraints.
- Ability to review and analyze voluminous medical records efficiently.

## **Salary range:**

The Attorney Advisor position is subject to the Government General Schedule pay scale. The Attorney-Advisor position is categorized as a GS 9/11/12 position. Salary will be determined based on experience as adjusted for the locality. See also: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/general-schedule/>

## **To Apply:**

Submit a cover letter, proof of bar membership and good standing, resume, references, and writing sample of no more than seven (7) pages in length. In addition, you may be required to take a time writing test. Please indicate which office(s) you wish to be considered. Submissions are to be sent to Regional Management Officer Joy Jenkins at Joy.Jenkins@ssa.gov. No phone calls, please.