

## Legal



### A Career in Legal

The Legal occupational family includes Attorneys, Paralegal Specialists and Legal Assistants. These professionals perform VA's legal duties. Their primary job responsibility is to ensure the just and faithful execution of the laws, regulations and policies that the Secretary of VA is responsible for administering. These employees allow VA to accomplish its mission of service to our nation's Veterans and their families.

### Legal Assistance

This series covers one-grade interval administrative support positions that supervise, lead or perform legal assistance work that is not classifiable in any other series in the Legal and Kindred Group, 0900. The work requires specialized knowledge of processes, procedures and practices to support legal activities. Positions include:

- Legal Assistant

### Paralegal Specialist

This series covers positions that involve legal assistance duties, of a type not classifiable in some other series in the Legal and Kindred Group, 0900, in connection with hearings, appeals, litigation or advisory services. These positions analyze the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations and rulings on agency programs; and conduct research to prepare legal opinions on matters of interest to the agency. They perform substantive legal analysis of requests for information under the provisions of various acts and provide other similar legal support functions that require discretion and independent judgment in the application of a specialized

knowledge of laws, precedent decisions, regulations, agency policies and practices, and judicial or administrative proceedings. These positions do not require a law degree, and required qualifications can include formalized, professionally instructed agency or educational institution training or professionally supervised on-the-job training. The knowledge requirements of this series are legal, and some positions also require a practical knowledge of subject matter areas related to the agency's programs. Positions include:

- Paralegal Specialist

### General Attorney

This series covers professional legal positions that prepare cases for trial and/or trial cases before a court, an administrative body or persons having some judicial power. They render legal advice and services on legal questions, regulations, practices or other matters falling within the purview of a federal agency (this can include conducting investigations to obtain evidentiary data). The work includes preparing interpretative and administrative orders, rules or regulations to give effect to the provisions of governing statutes or other requirements of law; and

### MyCareer@VA

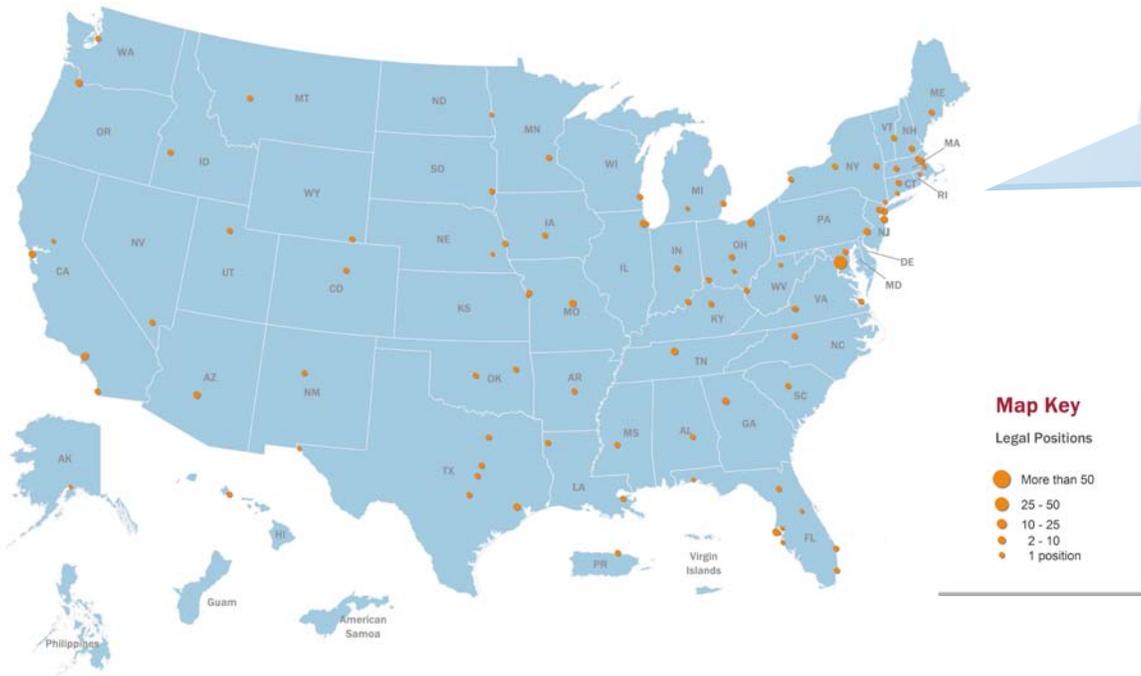
VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.

drafting, negotiating, or examining contracts or other legal documents required by the agency's activities. It also involves drafting, preparing formal comments or otherwise making substantive recommendations on proposed legislation; editing and preparing for publication statutes enacted by Congress, and opinions or discussions of a court, commission, or board; and drafting and reviewing decisions for consideration and adoption by agency officials.

Also included are positions that are not covered by the Administrative Procedure Act and are involved in hearing cases arising under contracts or under the regulations of a federal agency, when such regulations have the effect of law, and rendering decisions or making recommendations for the disposition of such cases. The positions in this series require admission to the bar. Positions include:

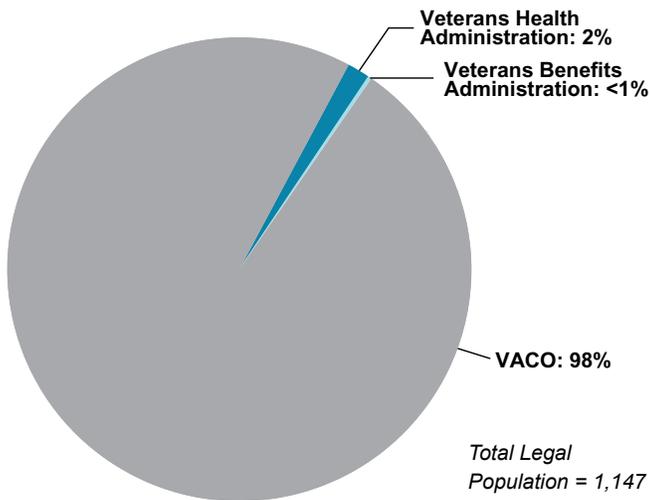
- Attorney



## Legal Job Locations

VA's Legal positions are dispersed across 95 cities within the United States. The top five Legal occupational family geographic locations are Washington, D.C.; Hines, Ill.; Bay Pines, Fla.; Brooklyn, N.Y.; and Eatontown, N.J.

## VA Legal Job Distribution by Administration



VA's Legal positions are located in the Veterans Health Administration, Veterans Benefits Administration and VACO to meet the broad range of needs facing the Department.

## MyCareer@VA Tools and Resources

- Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.