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Legal Assistant (Senior Case Technician), GS-986-6/7/8

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# Legal Assistant (Senior Case Technician), GS-986-6/7/8

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**JOB TITLE:**

Legal Assistant (Senior Case Technician), GS-986-6/7/8

**AGENCY:**

Social Security Administration

**ANNOUNCEMENT NUMBER:**

SI-1187402-14-DEU-AP-193

**SALARY RANGE:**

\$38,635.00 to \$61,812.00 / Per Year

**OPEN PERIOD:**

Monday, August 11, 2014 to Friday, August 15, 2014

**SERIES & GRADE:**

GS-0986-06/08

**POSITION INFORMATION:** Full Time - Permanent

**PROMOTION POTENTIAL:**

08

**DUTY LOCATIONS:**

3 vacancies in the following location:  
Chicago, IL

**WHO MAY APPLY:**

United States Citizens

**SECURITY CLEARANCE:**

Not Applicable

**SUPERVISORY STATUS:**

No

**JOB SUMMARY:**

Additional selections may be made for this vacancy six months from the closing date of this announcement.

**Do you have a desire to:**

- help SSA manage its Social Security programs?
- analyze and solve problems?
- help and advise millions of retired and disabled individuals?
- work on a team to make a difference in people's lives and your own?

This position is located at SSA ODAR Chicago Hearing Office Illinois 131 South Dearborn Chicago, IL 60603 USA

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**(<http://data.bestplacestowork.org/bptw/index>)**

This position is located in the Office of Disability Adjudication and Review (ODAR), Social Security Administration (SSA). Legal Assistants (Senior Case Technicians) contribute to the Agency's mission through direct and personal service to the public. This includes

handling appeals for people who have been denied Social Security, SSI, or Medicare benefits. You will provide support to Administrative Law Judges and other professional employees in processing cases filed under the Social Security Act.

#### TRAVEL REQUIRED

- Not Required

#### RELOCATION AUTHORIZED

- No

#### KEY REQUIREMENTS

- U.S. Citizenship Required
- Selective Service Registration, if applicable [www.sss.gov](http://www.sss.gov)
- Background and/or Security Investigation Required
- Selectees are required to serve a 1 year probationary period
- Relocation expenses will not be paid

Agency: **Social Security Administration**

Department: **Full Time - Permanent**

Occupation: **Legal Assistance**

#### DUTIES:

Senior Case Technicians provide legal and technical support to Administrative Law Judges (ALJs) and other technical/professional positions in the processing of claims filed under the provisions of the Social Security Act and are responsible for developing and processing a request for hearing case from its receipt in the office to its completion, independently performing a wide range of case development actions. Assignments consist of processing more complex hearing cases where analysis of pertinent issues and interpretation of the provisions of the laws, regulations, rulings, precedents, policies, procedures and guidelines relative to the cases is necessary.

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