



Securing today
and tomorrow

Career Opportunity at the Social Security Administration Nationwide



Legal Assistant

POSITION OVERVIEW

Legal assistants provide support to administrative law judges (ALJs), other professionals, and technical staff members within a hearings office. Legal assistants review claims for legal and regulatory requirements and timeliness; update our systems as appropriate; prepare the case for hearing before a judge; identify and analyze the issues; and, summarize the evidence. Legal assistants are the first point of contact for claimants and their representatives who may need information or assistance when compiling needed evidence to support their claims. They also act as the agency's representative to explain the legal process and hearing decorum to claimants, their representatives, and other participants in the hearing.

SALARY & ADVANCEMENT

Entry into these positions is at the GS-5 through GS-7 level. See **OPM GS Pay Schedules** (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>) for more information on GS pay tables and locality pay.

QUALIFICATIONS

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

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
- Telework opportunities
- Salary Increases
 - » GS positions have salary increases based on the number of years of successful performance. The longer you work for SSA, the more your salary will grow!

INFORMATION

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

