



**BPA VACANCY  
ANNOUNCEMENT  
(#002801-05-BPA-A1\*)**

U.S. DEPARTMENT OF ENERGY  
BONNEVILLE POWER  
ADMINISTRATION

**POSITION AND LOCATION:** Paralegal Specialist, GS-950-11/12 (FPL GS-13), Portland, OR

<b>OPENING DATE:</b> 10/29/04	<b>CLOSING DATE:</b> 11/24/04	<b>ANNUAL PAY RATE:</b> GS-11: \$50,620 - \$65,803 GS-12: \$60,670 - \$78,868
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Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

**WHO MAY APPLY:** Career and Career Conditional Employees of Bonneville Power Administration only.

**POSITION LOCATION:** Office of General Counsel, Power Section – LP, Portland, OR

**NOTES:**

**\*This amendment extends the closing date from 11/12/04 to 11/24/04. All other information remains unchanged.**  
The full performance level of this position is GS-13.

This position may be filled at the GS-11 or GS-12 level. **You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):**

Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

**MAJOR DUTIES:** Provides FERC, wholesale rate and regulatory litigation paralegal assistance to the Power Section of the Office of General Counsel (OGC). The incumbent will: manage and coordinate FERC and regulatory filings; manage and coordinate Bonneville wholesale rate case filings; participate in litigation strategy development; assist in the management of wholesale rate cases, including the development of schedules and the selection of ALJs and clerks for wholesale rate cases. Draft pleadings and pleading outlines, provide editing and documentation support; produce litigation reports analyzing issues and FERC, ALJ and court orders; conduct legal research on assigned topics. Create, manage and maintain pleading, correspondence, and other files for FERC, regulatory wholesale power rate case and federal court proceedings. Create, manage and maintain files for documents obtained in or produced in FERC, regulatory and rate case proceedings; maintain docketing system for office's FERC regulatory and wholesale rate case and power policy litigation workload. Create, manage and maintain administrative records of agency action for filing in Federal courts. Monitor FERC internet websites on an ongoing basis for orders, notices of filings, and policy statements in areas in which Bonneville is or should be involved to

ensure that Bonneville receives prompt notice of FERC and judicial developments; review FERC orders, notices and policy statements to determine whether they should be circulated and to whom; summarize and analyze FERC orders, policy statements and court opinions. Provide in-depth legal research, analytical support, and document drafting, production and management regarding other matters connected to or involving electricity market restructuring, wholesale electric power rates, proceedings or matters that will or may terminate in FERC review, and other matters of importance to Bonneville.

**QUALIFICATION REQUIREMENTS:** Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience:**

**GS-11:** Experience as a Paralegal performing independent research on legal issues, including preparation of various legal documents (e.g., discovery, court documents, legal reviews, briefs, etc.)

**GS-12:** Experience as a Paralegal performing independent research on legal questions involving complex civil litigation, including preparation of briefs and other documents necessary for asserting or defining legal positions.

**Note:** In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

**TIME-IN-GRADE RESTRICTION(s):** Applicants must have served 52 weeks at the next lower grade level in the Federal service.

**BASIS OF RATING:** No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

**1. Ability to manage, coordinate and organize complex litigation.** *(Describe your experience performing litigation work as a paralegal. Include the various aspects of litigation you have worked with and the role you played in managing, coordinating and organizing tasks. )*

**2. Knowledge of administrative law, process and procedures; judicial rules, regulations and filing requirements.** *(Describe your knowledge of various legal programs and how you utilized this knowledge. e.g., include experience with criminal law, civil law, torts, antitrust or FERC laws and regulations).*

**3. Ability to draft pleadings, conduct advanced research, and provide analyses of regulations, orders and policy statements.** *(Describe your experience conducting legal research, including the types of legal issues researched. Also describe analysis performed and the nature and complexity of the documents you have drafted).*

**4. Ability to use computer systems and software applications, and electronic bulletin boards.** *[Discuss your levels of experience using various computer systems/software (i.e. Microsoft Office applications and electronic bulletin boards.) Describe the types used (e.g., Word, Excel, PowerPoint, Access, database management and analysis, electronic bulletin boards) and the scope and complexity of your involvement. Provide examples of how you extracted data from these systems to perform analytical work.]*

**5. Ability to multi-task and maintain flexibility under changing conditions.** *[Describe your background working on concurrent projects, nature and scope of project, and experience reprioritizing tasks given shifting workload conditions. Discuss your level of involvement in each project (leadership and/or technical) and the final outcome.]*

#### **APPLICATION INFORMATION:**

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

#### **HOW TO APPLY:**

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

**REQUIRED INFORMATION ON RESUMES\***

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer’s name and address, supervisor’s name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

**\*Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration .**

**FORMS AVAILABILITY:** All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

***Applicants should retain a copy of their application as BPA does not return applications or provide copies.***

**WHERE TO APPLY:**

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232.

**RECEIPT OF APPLICATION:**

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

**FAX APPLICATIONS:**

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

**EMAIL APPLICATIONS:**

Applications should be sent as email attachments to: [jobs@bpa.gov](mailto:jobs@bpa.gov). The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.**

<a href="http://www.va.gov/v/">http://www.va.gov/v/</a>	<a href="http://www.jobs.bpa.gov/">http://www.jobs.bpa.gov/</a>	<a href="http://www.usajobs.opm.gov/">http://www.usajobs.opm.gov/</a>	<a href="http://www.opm.gov/qualifications/index.htm">http://www.opm.gov/qualifications/index.htm</a>
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management