

Affirmative Civil Enforcement (ACE) Paralegal IV

- 1.0 PURPOSE:** KPS Government Contracting is seeking to fulfill a full-time Paralegal/Legal Assistant IV position in Columbia, SC. The successful candidate will perform a variety of civil litigation support, administrative and legal duties as assigned.
- 2.0 BACKGROUND:** This position is responsible for working under the direction of senior management staff in the Civil division of the Columbia, SC office.
- 3.0 SCOPE OF WORK:** The omission of specific statements of duties does not exclude them from the position if the work is similar or logically related to this position. At this level, the Paralegal IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:
 - 3.1** Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
 - 3.2** Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
 - 3.3** Through on-site visits, interview and review of records on operations, looks for and evaluates the relevance and worth of evidence. Interviews potential witnesses and prepares summary reports for the civil attorney's review and possible court appearances;
 - 3.4** Selects, summarizes and compiles comparative data to examine and evaluate respondent's deficiencies to provide evidence of illegal practices or patterns.
 - 3.5** Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage.
 - 3.6** Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
 - 3.7** Verifies citations and legal references on prepared legal documents;
 - 3.8** Prepares summaries of testimony and depositions;

3.9 Drafts and edits legal and non-legal memoranda to include requisite administrative forms and documents, research reports and correspondence relating to civil cases.

3.10 Perform attorney support functions such as calendaring, maintaining electronic and paper files, maintaining litigation support databases, arranges travel and prepares travel documentation, and other similar duties to include administering Electronic Case Filing of Documents

4.0 KEY PERSONNEL: The successful candidate shall be a US Citizen with the following knowledge, skills and abilities to satisfy the objectives and requirements outlined in this task. Any combination of training, education and experience to support outlined duties will be considered.

5.1 Specific knowledge in the following critical areas are:

- District structure, organization and operations
- Supervisory experience required
- Demonstrated ability to utilize law library resources and working knowledge of legal research tools to include proficiency in Microsoft software, Westlaw and Lexis-Nexis.
- Ability to consistently deliver highest quality work under extreme pressure
- Demonstrated outstanding legal writing skills
- Outstanding oral communication skills
- Ability to consistently deliver high quality work under strict time constraints.
- Standard office procedures, methods and proficiency in office/ computer equipment, email, internet search engines.
- English usage, spelling, grammar and punctuation.

5.2 Licenses; Certificates; Special Requirements:

- Associate Degree; a minimum of 3 years of paralegal experience required including some trial related experience
- U.S. Citizenship and a 7 or 10-year minimum background investigation
- Civil litigation experience preferred.

5.0 SECURITY: The successful candidate must at a minimum pass a National Agency Check with Inquiries (NAIC) and will be provided with DOJ security package at the time of acceptance. The successful applicant will complete the package and return it to the Human Resources Office within two (2) days. The employee may not enter on duty until the background investigation has been successfully completed and passed.

6.0 PLACE AND PERIOD OF PERFORMANCE

6.1 Place - It is anticipated that much of the work assigned under this contract will be performed at the U.S. Attorney's Office located in Columbia, South Carolina.



6.2 Period of performance:

Base Year:	FY-17 September 29, 2017 – September 30, 2018
Optional Period 1:	FY-18 September 29, 2018 – September 30, 2019
Optional Period 2:	FY-19 September 29, 2019 – September 30, 2020
Optional Period 3:	FY-20 September 29, 2020 – September 30, 2021
Optional Period 4:	FY-21 September 29, 2021 – September 30, 2022

7.0 REQUIREMENTS: The employee's work schedule, physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

7.1 WORK SCHEDULE

The schedule during normal business hours (Monday – Friday) is 8:00AM-5:00PM with one (1) hour for lunch (excluding federal holidays). Overtime is not authorized for this position.

7.2 TRAVEL

The employee may be required to travel on specific assignments as requested and approved by the management official.

7.3 PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel and operate objects, tools, or controls; and reach with hands and arms.
- The employee is frequently required to sit, talk or hear and to occasionally lift and carry records and documents typically weighing less than 20 pounds.
- The employee is occasionally required to stand and walk.
- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

7.4 MENTAL DEMANDS

- Exercise independent judgment and properly forward items in questions to the appropriate staff personnel
- While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents.
- Explain policies and procedures as applied to specific situations.
- Use math and, mathematical reasoning; observe and interpret situations.
- Learn and apply new information or new skills.
- Interact with District staff, other organizations and the public; and occasionally interact with dissatisfied or quarrelsome individuals.

