FEDERAL GOVERNMENT SERIES NUMBERS FOR LAW AND LAW RELATED POSITIONS

Attorney Positions

Attorney positions

- Series number = 0905, 1222 (patent attorney only)

Law-related position possible titles, general description, and series number

- Asylum Officer:
  - Series number = 0930 (see also hearing and appeals)
  - Interview asylum applications, research relevant law and country conditions, make credibility determinations, and adjudicate asylum applications. Positions found with the US Citizenship and Immigration Offices.

- Civil Rights Analyst
  - Series number = 0160
  - Concerned with planning, conducting and reporting social science research in the field of civil rights and equal opportunity. Must have a broad knowledge of civil rights. Usually in equal opportunity offices of federal agencies.

- Claims Examiner
  - Series number = 0991 Workers’ Compensation Claims Examining Series
  - Series number = 0996 Veterans Claims Examining Series
  - Series number = 0993 Railroad Retirement Claims Examining Series
  - Examine, develop, and adjudicate claims for compensation filed with the government by individual citizens under various laws. The major specialty of Claims Examiner positions are Workers Compensation, Railroad Retirement, and Veterans. Veterans Claims Examiners probably perform the most legal work and the claims are skyrocketing!

- Compliance Specialist
  - Series number = various, including 1831 (Securities Compliance Examining Series), 1801 (general inspection, investigation, enforcement, and compliance), and 0360 Equal Opportunity Compliance Series
  - Monitor regulatory compliance. The substance of what they deal with varies considerably from agency-to-agency and program-to-program. Job titles will often vary considerably from agency-to-agency and office-to-office.

- Contract Specialist
  - Series number = 1102

1 Attorney positions are part of the excepted service and do not need to advertise positions. Most mainstream attorney positions are filled through networking and word of mouth.
2 Job titles are not uniform within agencies and throughout the federal government. Although these are common titles and basic job descriptions, titles and job duties will be varied. These positions are part of the competitive service.
- Perform duties related to government contracting, including acquisition planning, acquisition automation, pre-award responsibilities, award actions, contract administration and closeout functions.

- Copyright Examiner
  - Series number = 1210
  - Work only for the Copyright Office at the Library of Congress. They examine, register, catalog, certify original and renewal copyrights and disseminate information to the public and assist applicants with copyright.

- Employee Benefits Law Specialist (see also Pension Law Specialist)
  - Series number = 0958
  - Primarily found in the Department of Labor, specifically within the departments’ Employee Benefits Security Administration. EBSA is responsible for administering and securing compliance with the Employee Retirement Income Security Act. Provide counsel on technical aspects of ERISA.

- Employee/Labor Relations Specialist
  - Series number = 0244
  - Work with supervisors and employees in preventing and resolving problems of individual relationships that arise out of or affect work situations.

- Environmental Protection Specialist
  - Series number = 0028
  - Advise on, manage, supervise, or perform administrative or program work relating to environmental protection programs. Require specialized knowledge of laws and regulations related to environmental protection activities, as well as the principles and methods of administering these programs. Can involve one of the following areas: rulemaking and regulation, compliance and enforcement, or program administration and oversight.

- Equal Employment Opportunity Specialist
  - Series number = 0260
  - Series number = 0360 Equal Opportunity Compliance Series
  - Concerned with the application of civil rights and equal opportunity laws, regulations and precedent decisions to eliminate illegal discrimination and to remove barriers to equal opportunity.

- Estate Tax Examiner
  - Series number = 0920

- Ethics Program Specialist
  - Series number = 0301 (misc. program series)
  - Review public financial disclosure reports and other reports filed by government officials for potential and actual conflicts of interest and to ensure that reports are technically compliant with applicable statutes and regulations and policies implemented by the Office of Government Ethics. May also draft counseling letters and meet with filers to advise of potential conflicts and provide guidance and advice about the full range of ethics law issues, requirements and policy. Often located in offices of general counsel.
- Export Control Specialist
  - Series number = 1889
  - Series number = 0301 (misc. series)

- Futures Trading Specialist/Investigator
  - Perform regulatory and compliance oversight and conduct investigations of alleged fraud, market manipulations, and trade practice violations. Positions are all with Commodity Futures Trading Commission.

- GAO Analyst
  - Series number = 0347
  - Individuals at the Government Accountability Office who conduct program audits and investigations of federal programs and made recommendations to both federal agencies and Congress Concerning program improvements. Frequently work with GAO attorneys assigned to the audit team.

- Hearing/Appeals Officer
  - Series number = 0930
  - Adjudicate cases that typically include the conduct of formal or information hearings that accord appropriate due process, arising under statute or under the regulations of a federal agency when the hearings are not subject to the Administrative Procedure Act. A host of agencies employ Hearings and Appeals Officers including, Department of Agriculture, Department of Defense, Department of Energy Office of Hearings and Appeals, Department of Interior Office of Hearings and Appeals, Department of Housing and Urban Development Office of Appeals Department of Veterans Affairs Board of Veterans Appeals, Commodity Futures Trading Commission Office of Proceedings, Environmental Protection Agency Environmental Appeals Board, Equal Employment Opportunity Commission, Government Accountability Office Personnel Appeals Board, Nuclear Regulatory Commission Atomic Safety and Licensing Board Panel.

- International Trade Specialist
  - Series number = 1140

- Labor-Management Relations Examiner
  - Series number = 0244
  - Administer supervise, or perform work in the investigation, evaluation, and resolution of cases involving charges of unfair labor practices or collective bargaining representation issues or disputes arising under the National Labor Relations Act.

- Legal Instruments Examiner
  - Series number = 0963
  - Examine legal instruments and supporting documents such as land titles, real estate transactional documents, and tort claims, to demonstrate whether a requested action complies with certain provisions of various laws. More than 2,500 legal instruments examiners work for numerous federal agencies, with most employed by the Departments of Commerce, Treasury, Interior, Transportation, Agriculture, Veterans Affairs, and Army, and the Small Business Administration.
Legislative Affairs Specialist/Analyst
  - Review testimony for agency witnesses at congressional hearings. Prepare and coordinate agency responses to post-hearing questions for the record.

Land Law Examiner
  - Series number = 0965
  - Employed by Department of Interior’s Bureau of Land Management and work in headquarters and throughout US. Position administers, supervises, or performs quasi-legal work involved in processing, adjudicating, and advising on applications and claims for rights, privileges, gratuities, or other benefits authorized under the various public land, mineral leasing, and mining laws. Complex position and JDS are highly sought.

Mediator/Alternative Dispute Resolution Specialist
  - Series number = 0241
  - Work for either the Federal Mediation and Conciliation Service or the National Mediation Board. Provide mediation assistance to labor and management in the settlement or prevention of industrial labor disputes connected with the formulation, termination, and renewal of collective bargaining agreements.

Patent Examiner
  - Series number = 1224
  - Only work for US Patent and Trademark Office.

Pension Law Specialist
  - Series number = 0958 (see also Employee Benefits Law Specialist)

Privacy Officer
  - Protect against the unauthorized release of information that their agency collected from private individuals and organizations. In recent years, a number of federal agencies have established separate privacy offices and staffed them with Privacy Officers with vastly expanded responsibilities.

Reality Specialist
  - Series number = 1170

Refugee Officer
  - Represent USCIS in its dealings with refugees throughout the world. Primary mission is to interview and determine the eligibility of applicants who are applying to be resettled in the US as refugees. This includes determining whether the facts of the applications fulfill the legal requirements for the benefit sought, evaluating the credibility of testimony, and analyzing and verifying the authenticity and relevance of supporting documents.

Regulatory Impact Analyst
  - Could be under various series numbers including 1101 (Business and industry specialist)

Tax Law Specialist
  - Series number = 0987
  - Administer, supervise, or perform quasi-legal technical tax work requiring analysis and application of tax principles and specialized knowledge of the Internal Revenue Code and related
laws, court decisions, regulations, and precedent rulings of the IRS. Work only for the IRS in its offices throughout the U.S.

▫ Technical Publications Writer/editor (legal)
 ▫ Series number = 1083

▫ Additional General Categories you can check
 ▫ Series number 0301—Misc. Administration and Program Series
 ▫ Series number 0343—Management and Program Analysis Series