FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services

<table>
<thead>
<tr>
<th>Pat Taylor and Associates, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1725 I Street, NW Suite 300</td>
</tr>
<tr>
<td>Washington, DC 20006</td>
</tr>
<tr>
<td>Phone: 202-641-8791</td>
</tr>
<tr>
<td>Email: <a href="mailto:steve@pattaylor.com">steve@pattaylor.com</a></td>
</tr>
<tr>
<td><a href="http://www.pattaylor.com">http://www.pattaylor.com</a></td>
</tr>
</tbody>
</table>

Contract Number: 47QRAA20D001Q
Period Covered by Contract: November 20, 2019 through November 19, 2024
General Services Administration
Federal Supply Service

Pricelist current through MOD 7 effective March 4, 2021

Buisiness Size: Small, Women-Owned Business

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at http://www.fss.gsa.gov/
### INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541110</td>
<td>Professional Legal Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Material</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. **MAXIMUM ORDER BY SIN:**

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
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</thead>
<tbody>
<tr>
<td>541110</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$0</td>
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</table>

3. **MINIMUM ORDER:** $100

4. **GEOGRAPHIC COVERAGE (DELIVERY AREA):** Domestic Only

5. **POINT OF PRODUCTION:** United States

6. **BASIC DISCOUNT:** Government Net Prices (discounts already deducted.)

7. **QUANTITY DISCOUNT:**
   - An additional 1.5% discount will be applied on single Task Orders above $300,000.
   - An additional 2.0% discount will be applied on single Task Orders above $500,000.
8. **PROMPT PAYMENT TERMS:** Net 30 - Information for the ordering offices: prompt payment terms cannot be negotiated out of contractual agreement in exchange for other concessions.

9a. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.**

9b. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** As negotiated with the Ordering Agency

11b. **EXPEDITED DELIVERY:** Contact Contractor

11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor

11d. **URGENT REQUIREMENTS:** Contact Contractor

12. **F.O.B. POINT:** Not applicable

13a. **ORDERING ADDRESS:** Pat Taylor and Associates, Inc.
1725 I Street, NW Suite 300
Washington, DC 20006

13b. **ORDERING PROCEDURES:** For supplies and service the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. **PAYMENT ADDRESS:** Same as Ordering Address

15. **WARRANTY PROVISION:** Standard Commercial Warranty

16. **EXPORT PACKING CHARGES:** Not Applicable
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Contact Contrator

18. TERMS AND CONDITIONS OF RENTAL: Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION: Not Applicable

20a. TERMS AND CONDITIONS OF REPAIR PARTS: Not Applicable

20b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: See Terms and Conditions Section

21. LIST OF SERVICE AND DISTRIBUTION POINTS: None

22. LIST OF PARTICIPATING DEALERS: None

23. PREVENTIVE MAINTENANCE: Not applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY AND/OR REDUCED POLLUTANTS: Not Applicable

24b. SECTION 508 COMPLIANCE INFORMATION: Not Applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 807228978

26. PAT TAYLOR AND ASSOCIATES, INC. HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE. CAGE CODE: 06UU3
Service Contract Labor Standards Statement

The Service Contract Labor Standards (SCLS), also referred to as the Service Contract Act (SCA) is applicable to this contract and it includes SCLS/SCA applicable labor categories. The prices for the cited SCLS/SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOIA Analyst I</td>
<td>30361 - Paralegal/Legal Assistant I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Legal Judicial Assistant</td>
<td>01112 - General Clerk II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Project Assistant</td>
<td>01111 - General Clerk I</td>
<td>2015-4281</td>
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<tr>
<td>Administrative Assistant</td>
<td>01020 - Admin Assistant</td>
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<tr>
<td>Data Entry Operator</td>
<td>01051 - Data Entry Operator I</td>
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<td>General Clerk I</td>
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<tr>
<td>General Clerk III</td>
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<td>Secretary I</td>
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<td>01312 - Secretary II</td>
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<td>01313-Secretary III</td>
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<tr>
<td>Paralegal/Legal Assistant IV</td>
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## GSA Listed Pricing

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<th>Nov. 21, 2020 - Nov. 20, 2021</th>
<th>Nov. 21, 2021 - Nov. 20, 2022</th>
<th>Nov. 21, 2022 - Nov. 20, 2023</th>
<th>Nov. 21, 2023 - Nov. 20, 2024</th>
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<td>Legal Management Specialist</td>
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<td>$94.51</td>
<td>$96.78</td>
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<tr>
<td><strong>Data Entry Operator</strong></td>
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<td><strong>Secretary I</strong></td>
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</tbody>
</table>
Legal Management Specialist
RESPONSIBILITIES/DUTIES:
This position is responsible for providing legal support to staff in cases and administrative projects. In particular, this position will partner with the client’s group and assist with matters.

• Act as a point of contact for client’s outside counsel in collecting case materials;
• Monitor and update cases through an internal case management system, noting deadlines and major case updates;
• Assist attorneys in carrying out legal research, including gathering and analyzing research data, such as statutes, decisions, legal arguments, codes, and documents;
• Assist attorneys in drafting legal documents, including contracts, subpoena responses, preservation memoranda, and statements;
• Liaise with numerous employees across multiple departments;
• Preparing cases for attorneys by organizing exhibits, finalizing affidavits and legal correspondences, and maintaining documents in paper and electronic filing systems;
• Assist attorneys in investigating facts and laws of cases, and search pertinent sources to determine causes of action and prepare cases;
• Assist attorneys in interviewing witnesses and scheduling depositions;
• Other special projects, legal support tasks, and administrative duties as needed.

Education: Bachelors
Experience: 2 years

Legal Judicial Assistant
RESPONSIBILITIES/DUTIES:
The Judicial Assistant will provide administrative and case related support. Responsibilities of the position include, but are not limited to:

• Prepare and edit correspondence and legal documents. Process memoranda, opinions, motions, vote sheets, and other legal documents from the judge, other chambers, and the Office of General Counsel. Ensure integrity of sensitive and confidential information.
• Maintain docket of cases via a case management/electronic case filing system. Coordinate the work with the Clerk’s Office and other chambers staff within the court.
• Schedule appointments, arrange meetings, and coordinate speaking invitations. Maintain calendars and travel itineraries. Research and handle travel arrangements. Assist with the preparation of travel vouchers in accordance with policies and regulations.
• Provide guidance to law clerks and interns regarding chambers administrative procedures.
• Receive and screen visitors, telephone calls, and incoming correspondence.
• Gather, research, and analyze detailed data and statistics. Prepare reports and presentations on findings.
• Create, maintain, and update electronic and paper files, including case files.
• Perform a wide variety of special projects

Education: High School
Experience: 2 years

Project Assistant
RESPONSIBILITIES/DUTIES:
The Project Assistant is a key member of the team, providing day to day assistance to the senior professional on the team. This individual will require an understanding of project goals and deadlines in order to best allocate resources and schedule accordingly to project deadlines. Responsibilities will vary, based on the requirements of the project. Perform general administrative responsibilities, but may also require a focus on a particular area, such as document management and project reporting. The Project Assistant may provide support to all people on the project as directed.

• Assist senior professionals with project-based administrative duties as requested.
• Coordinate client working groups including scheduling, document review workflow and feedback, and issue
updates and reminders to senior professionals and/or workgroup participants.
• Review, proofread, edit and process documents as needed.
• Assist in research and preparation of client newsletters, PowerPoint, reports, white papers, timelines, project updates, and presentations.
• Handle meetings, teleconferences, webinars, and special event preparations
• Take detailed notes and minutes of various meetings and produce written memos reflecting the details
• Research subject matter information at the direction of senior team members;
• Conduct technical work as needed to advance work for the client and client mission. This may include creating Excel spreadsheets, databases, and other communications modalities.
• Assemble packets
• Schedule meetings
• Other duties as assigned.

Education: High School
Experience: 1 year

Legal Assistant
RESPONSIBILITIES/DUTIES:
This candidate will work closely with the chief counsel.

• Managing day-to-day scheduling, travel arrangements, expenses and calendar events
• Reading, prioritizing, routing, and following up on incoming client communications
• Managing conference room set ups and event planning as needed
• Managing the daily workflow of assigned tasks, including working in advance of deadlines
• Supporting the lifecycle of client matters
• Ensuring timely and accurate attorney time entry
• Utilizing quality control measures to produce error-free work consistently and efficiently
• Maintaining electronic and physical files
• Maintaining client and practice support procedures

Education: Bachelors
Experience: 2 years

Compliance Specialist
RESPONSIBILITIES/DUTIES:
• Responsible for reviewing the organization's policies and procedures to comply with all rules and regulations.
• Actively participates in external and internal audits
• Performs testing to determine the adequacy and effectiveness of internal or external policies
• Creates effective investigative plans. Collects and analyzes statements and documentary evidence and makes credibility determinations. Prepares thoughtful and thorough investigative reports and recommendations for corrective action
• Advises and assists managers and other internal stakeholders on business compliance related matters.

Education: Bachelors
Experience: 3 years

Investigations Specialist
RESPONSIBILITIES/DUTIES:
Assist in the investigation and response to subpoenas, civil investigative demands, and other requests from regulators and other governmental agencies, including but not limited to:
• gathering, organizing and reviewing responsive documents for productions; and - analyzing transactional data
- Manages communications, metrics, and reports
- Maintains strong working relationships with engaged service providers;
- Partners with, and communicates clearly and effectively with, document custodians to understand where responsive information is being stored and collects and tracks information in a proper manner;
- Tracks and monitors legal holds and custodians across broad range of matters;
- Produces information in a timely and organized manner to outside counsel or third parties to meet deadlines;
- Demonstrates knowledge of electronic discovery applications;
- Maintain case pleadings, correspondence, discovery, and research;
- Maintain document, transcript and work product databases;
- Assist with finalizing briefs or motions, exhibits, subpoenas, discovery requests, and responses;
- Organize and prepare exhibit lists and/or privilege logs;
- Manage case calendar;
- Correspond with clients, counsel, court clerks, expert witnesses, and/or vendors;
- Assist with trial site preparation and attend trials;
- Cite-check briefs and memoranda;
- Perform legal research.

**Legal Writer**

**RESPONSIBILITIES/DUTIES:**
- Playing a critical role in keeping personnel informed about important practice area developments;
- Prepare and Distribute Practice Area Newsletters (for internal distribution);
- Send requests for updates to practice area working groups;
- Weekly e-mail seeking info on new client matters, speaking engagements, publications, and pitches;
- Maintain distribution lists for practice group;
- Assist attorneys with follow-up research and clarification to content provided, as required;
- Edit and format content for newsletter and prepare blog postings (for external distribution);
- Prepare daily updates for Privacy blog (based on input from attorneys);
- Periodic assistance with client alerts, updates, and presentations;
- Coordination on projects with other firm departments, including Marketing and Business Development

**Education:** Bachelors
**Experience:** 5 years

**FOIA Analyst**

**RESPONSIBILITIES/DUTIES:**
The FOIA Analyst will assist in processing all incoming FOIA requests and ensuring that all requests comply with the statutory provisions of the FOIA.
- Assist in identification of possible exempt items for further review
- Assist in entering request data in tracking system
- Preparing draft acknowledgement letters
- Redacting records determined to be responsive to requests
- Responding to simple requests
- Contacting personnel for responsive records

**Education:** High School
**Experience:** 4 years
FOIA Analyst II
RESPONSIBILITIES/DUTIES:
The FOIA Analyst II will assist in processing all incoming FOIA requests and ensuring that all requests comply with the statutory provisions of the FOIA.
- Assist in identification of possible exempt items for further review
- Assist in entering request data in tracking system
- Preparing draft acknowledgement letters
- Redacting records determined to be responsive to requests
- Responding to simple requests
- Contacting personnel for responsive records.

Education: Bachelors
Experience: 2 years

FOIA Analyst III
RESPONSIBILITIES/DUTIES:
The FOIA Analyst III will assist in processing all incoming FOIA requests and ensuring that all requests comply with the statutory provisions of the FOIA.
- Assist in identification of possible exempt items for further review
- Assist in entering request data in tracking system
- Preparing draft acknowledgement letters
- Redacting records determined to be responsive to requests
- Responding to simple requests
- Contacting personnel for responsive records

Education: Bachelors
Experience: 4 years

Secretary I
RESPONSIBILITIES/DUTIES:
Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. Carries out recurring office procedures independently. Selects the guideline or reference with the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to following:
1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
2. As instructed, maintains supervisor’s calendar, make appointments, and arranges for meeting rooms;
3. Reviews materials prepared for supervisor’s approval for typographical accuracy and proper format;
4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;

Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Education: High School
Experience: 1 year

Secretary II
RESPONSIBILITIES/DUTIES:
Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. Handles differing situations, problems, and deviations in the work of the office according to the supervisor’s general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:
1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor’s name;

2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials as directed. May attend meetings and record and report on proceedings;

3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor’s procedures; assures that proper clearances have been obtained, when needed;

4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff.

5. Explains to subordinate staff supervisor’s requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

**Education:** High School

**Experience:** 2 year

**Secretary III**

**RESPONSIBILITIES/DUTIES:**
Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

1. Based on a knowledge of the supervisor’s views, composes correspondence on own initiative about administrative matters and general office policies for supervisor’s approval;

2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;

3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;

4. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;

5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs

**Education:** High School

**Experience:** 3 year

**Data Entry Operator I**

**RESPONSIBILITIES/DUTIES:**
Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

**Education:** High School

**Experience:** 1 year

**General Clerk I**

**RESPONSIBILITIES/DUTIES:**
Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing
pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

**Education:** High School

**Experience:** 1 year

**General Clerk II**

**RESPONSIBILITIES/DUTIES:**
This position requires familiarity with the terminology of the office unit. The General Clerk II selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Education:** High School

**Experience:** 2 year

**General Clerk III**

**RESPONSIBILITIES/DUTIES:**
This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office’s work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Education:** High School

**Experience:** 4 year

**Administrative Asst**

**RESPONSIBILITIES/DUTIES:**
- Employee of Firm or Contract Administrative Assistant;
- Superior organizational skill;
- Has coordination skills to participate as a critical part of a legal project team under the supervision of Senior Administrative Assistant;
- Billable at Administrative Assistant rate.

**Education:** High School

**Experience:** 3 year

**Paralegal I**

**RESPONSIBILITIES/DUTIES:**
Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties:
1. Consults prescribed sources of information for facts relating to matters of interest to the program;
2. Reviews documents to extract selected data and information relating to specific items;
3. Reviews and summarizes information in prescribed format on case precedent and decisions;
4. Searches and extracts legal references in libraries and computer-data banks;
5. Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.

**Education:** High School

**Experience:** 0 year

**Paralegal II**

**RESPONSIBILITIES/DUTIES:**
At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent:

1. Reviews case materials to become familiar with questions under consideration;
2. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;
3. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
4. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
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;
6. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
7. Verifies citations and legal references on prepared legal documents;
8. Prepares summaries of testimony and depositions;
9. Drafts and edits nonlegal memoranda, research reports and correspondence relating to cases.

**Education:** High School

**Experience:** 1 year

**Paralegal III**

**RESPONSIBILITIES/DUTIES:**
At this level, participates in the substantive development of cases by performing the following functions:

1. Analyzes and evaluates case files against litigation worthiness standards;
2. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;
3. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
4. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
5. Interviews relevant personnel and potential witnesses to gather information;
6. Reviews and analyzes relevant statistics;
7. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
8. Consults with statistical experts on reliability evaluations;
9. May testify in court concerning relevant data.

**Education:** High School

**Experience:** 3 year

**Paralegal IV**

**RESPONSIBILITIES/DUTIES:**
At this level, assists in the evaluation, development and litigation of cases by performing the following duties:
1. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
2. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
3. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
4. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
5. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
6. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;
7. Interviews potential witnesses for information and prepares witnesses for court appearances;
8. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;
9. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
10. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

Education: High School
Experience: 4 year

Law Clerk
RESPONSIBILITIES/DUTIES:
Works under the direction of attorneys. Responsibilities include, but are not limited to, document review and production, litigation support, trial preparation and database management. Performs complex legal research and assists in the preparation of legal documents. Performs cite-checking and blue booking.

QUALIFICATIONS:
Minimum 1 year of law school. Excellent written and oral communication skills. Proficient with computer databases, spreadsheets and word processing software. Proficient with cite checking, bluebooking, Lexis and Westlaw. College degree and minimum 1 year of law school.

Legal Support
RESPONSIBILITIES/DUTIES:
Works under the direction of paralegals, project managers or attorneys. Responsible for document production, litigation support, data-entry and database management. Ability to perform moderately complex litigation support tasks, such as indexing, trial preparation, general organization of documents and general clerical duties.

QUALIFICATIONS:
0-1 year prior legal or office experience. Ability to effectively communicate and work independently. Knowledge of database, spreadsheet and word processing software. College degree not required.

Attorney I
RESPONSIBILITIES/DUTIES:
Works under the direction of senior attorneys or project managers. Responsibilities include, but are not limited to, overall case management, supervision of paralegals, law clerks and support personnel, trial preparation and support, complex document review and research. Responsible for research and drafting of legal documents and understanding complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May
serve as arbitrators and provide alternative methods of dispute resolution.

QUALIFICATIONS:
At least 1 year of complex litigation experience. Excellent written and oral communication skills. Excellent research and analytical skills. Highly proficient with on-line research tools, such as Westlaw and Lexis. Proficient with computer databases, spreadsheets and word processing software. Undergraduate Degree and Law Degree required.

Attorney II
RESPONSIBILITIES/DUTIES:
Works under the direction of senior attorneys or project managers. Responsibilities include, but are not limited to, overall case management, supervision of paralegals, law clerks and support personnel, trial preparation and support, complex document review and research. Responsible for research and drafting of legal documents and understanding complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution.

QUALIFICATIONS:
At least 2 years of complex litigation experience. Excellent written and oral communication skills. Excellent research and analytical skills. Highly proficient with on-line research tools, such as Westlaw and Lexis. Proficient with computer databases, spreadsheets and word processing software. Undergraduate Degree and Law Degree required.

Attorney III
RESPONSIBILITIES/DUTIES:
Works under the direction of senior attorneys or project managers. Responsibilities include, but are not limited to, overall case management, supervision of paralegals, law clerks and support personnel, trial preparation and support, complex document review and research. Responsible for research and drafting of legal documents and understanding complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution.

QUALIFICATIONS:
At least 3 years of legal experience. Excellent written and oral communication skills. Excellent research and analytical skills. Highly proficient with on-line research tools, such as Westlaw and Lexis. Proficient with computer databases, spreadsheets and word processing software. Undergraduate Degree and Law Degree required.

Attorney IV
RESPONSIBILITIES/DUTIES:
Works under the direction of senior attorneys or project managers. Responsibilities include, but are not limited to, overall case management, supervision of paralegals, law clerks and support personnel, trial preparation and support, complex document review and research. Responsible for research and drafting of legal documents and understanding complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution.

QUALIFICATIONS:
At least 4 years of legal experience. Excellent written and oral communication skills. Excellent research and analytical skills. Highly proficient with on-line research tools, such as Westlaw and Lexis. Proficient with computer databases, spreadsheets and word processing software. Undergraduate Degree and Law Degree required.
Attorney V
_RESPONSIBILITIES/DUTIES:
Works under the direction of senior attorneys or project managers. Responsibilities include, but are not limited to, overall case management, supervision of paralegals, law clerks and support personnel, trial preparation and support, complex document review and research. Responsible for research and drafting of legal documents and understanding complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution.

QUALIFICATIONS:
At least 5 years of legal experience. Excellent written and oral communication skills. Excellent research and analytical skills. Highly proficient with on-line research tools, such as Westlaw and Lexis. Proficient with computer databases, spreadsheets and word processing software. Undergraduate Degree and Law Degree required.

Attorney VI
_RESPONSIBILITIES/DUTIES:
Works under the direction of senior attorneys or project managers. Responsibilities include, but are not limited to, overall case management, supervision of paralegals, law clerks and support personnel, trial preparation and support, complex document review and research. Responsible for research and drafting of legal documents and understanding complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution.

QUALIFICATIONS:
At least 6-7 years of legal experience. Excellent written and oral communication skills. Excellent research and analytical skills. Highly proficient with on-line research tools, such as Westlaw and Lexis. Proficient with computer databases, spreadsheets and word processing software. Undergraduate Degree and Law Degree required.

Attorney VII
_RESPONSIBILITIES/DUTIES:
Works independently with little supervision under the direction of senior attorneys or project managers. Responsibilities include, but are not limited to, overall case management, supervision of paralegals, law clerks and support personnel, trial preparation and support, complex document review and research. Responsible for research and drafting of legal documents and understanding complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution.

QUALIFICATIONS:
At least 8 or more years of complex legal experience. Excellent written and oral communication skills. Excellent research and analytical skills. Highly proficient with on-line research tools, such as Westlaw and Lexis. Proficient with computer databases, spreadsheets and word processing software. Undergraduate Degree and Law Degree required.