

## **Social Security Administration**

Agency: Social Security Administration

Position: Attorney-Adviser (General)

Position Description and Duties:

This position is located in a Hearings Operation entity, Office of the Chief Administrative Law Judge (OCALJ), Office of Hearings Operations (OHO), Social Security Administration (SSA). The incumbent analyzes, researches, and develops claims, formulates comprehensive legally sufficient decisions, and acts on requests for hearings held under Titles II and XVI of the Social Security Act (Act), as amended. The cases assigned involve difficult issues pertaining to the identification of matters arising under highly complex provisions of the Act and implementing regulations, related Federal and State laws, applicable Social Security Rulings (SSRs), and other agency policies. The incumbent must be a member in good standing of the Bar of a State, Commonwealth or Territory of the United States, or the District of Columbia, and meet all of the requirements of the Office of Personnel Management in this regard.

An Attorney-Adviser drafts grammatically and technically correct, persuasive, legally sufficient decisions on behalf of Administrative Law Judges which are supported by the evidence and addresses all medical and legal aspects of the case. An Attorney-Adviser ensures the decisions are appropriate for issuance to claimants and representatives and are consistent with the agency rules and regulations. An Attorney-Adviser reviews and analyzes remanded decisions to ensure Court and/or Agency instructions are followed. As appropriate, an Attorney-Adviser makes recommendations to the Administrative Law Judges to ensure an accurate, legally sufficient decision is issued.

Skills:

- Exceptional legal writing skills, including great attention to detail.
- Ability to produce high quality work product within designated time constraints.
- Ability to review and analyze voluminous medical records efficiently.

The Attorney-Adviser position is subject to the Government General Schedule pay scale. The Attorney-Adviser position is categorized as a GS

9/11/12 position. Salary will be determined based on experience as adjusted for the locality. See the salary scale available at: [General Schedule \(opm.gov\)](#)

To Apply:

Submit a cover letter, proof of bar membership and good standing, resume, references, and writing sample of no more than seven (7) pages in length. In addition, you may be required to take a timed writing test. Please indicate for which office you wish to be considered. Submissions are to be sent to the San Francisco Regional Office at [OHO.R9.Recruitment@ssa.gov](mailto:OHO.R9.Recruitment@ssa.gov). No phone calls, please.

If you would like to apply directly to the Los Angeles West Office email [OHO.R9.Los.Angeles.West.HO@ssa.gov](mailto:OHO.R9.Los.Angeles.West.HO@ssa.gov).