



U.S. Securities & Exchange Commission

Vacancy Announcement

Job Title	Supervisory Paralegal Specialist
Location	Miami, FL
Compensation	\$101,827 to \$167,457 / Per Year
Position Number	16-DE-1796073-MJB
Application Deadline	September 26, 2016

Overview

The U.S. Securities and Exchange Commission (SEC) is looking for the best and brightest to join our team. Our mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. A career with the SEC offers work that is exciting, challenging and rewarding. You can contribute to securities regulation and enforcement while making a positive difference for the American investing public.

Duties

- Provides supervision for assigned unit personnel engaged in providing paralegal support and other legal support for the assigned SEC organization.
- Conducts the most complex research involving securities law issues; develops substantive summaries; drafts a wide variety of legal documents; interviews witnesses; reviews pleadings, motions, and other legal documents; provides trial support for the most complex and high profile cases; resolves complex problems associated with judgments and collections.
- Composes technical and complex reports, documents, and correspondence related to legal actions supported involving violations of the federal securities laws.
- Represents the office for issues relating to the paralegal and other legal support operations in meetings with staff of other federal agencies and the securities industry.
- Provides day-to-day oversight, direction, and review of the paralegal and other legal support being provided to the assigned legal staff.

Qualifications

- All qualification requirements must be met by the closing date of this announcement.
- Qualifying experience may be obtained in the private or public sector. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. Additional qualifications information can be found [here](#).

To Apply

To learn more about this employment opportunity and/or to apply online, please visit <http://go.usa.gov/xZGVj>. For assistance, please contact the Office of Minority and Women Inclusion at (202) 551-6046 or omwi@sec.gov.

The SEC is an equal opportunity employer