

With you through life's journey...



Social Security Is Hiring Now

Legal Assistant
Office of Appellate Operations

Location: Baltimore, Maryland or Washington, DC metro area.

Note: *these are not remote positions. All selected applicants will be required to live within a 2-hour commuting distance as of the appointment date.*

Legal Assistants (LA) play a vital role delivering Social Security benefits. As an LA, you ensure the program receipt, control, documentation, and assignment of cases to Administrative Appeals Judges, Appeal Officers, and Paralegal Specialists. In addition, you review files to ensure proper jurisdiction, completeness of the record, and timeliness of the filing. Your work has a direct impact on ensuring people who need SSA benefits receive them timely.

REQUIREMENTS & QUALIFICATIONS

To qualify, you must be a U.S. Citizen and have excellent communication and people skills. We consider additional qualifications such as experience, education or a combination of experience and education.

APPLY TODAY

Send your resume/transcripts
to:

DCARO.OAO.Recruitment@ssa.gov

Federal Grade Levels & Starting Salaries:

- GS-5: _____
- GS-6: _____
- GS-7: _____

Get **Federal Resume Help**



Visit [SSA.GOV/Careers](https://www.ssa.gov/Careers)



SALARY & ADVANCEMENT

Entry into these positions is at the GS-05 level with career ladder advancement opportunity within the position to the GS-06 and GS-07 level. Salaries are competitive and include locality adjustments based on the job location. SSA offers promotion opportunities and a wide variety of positions in our numerous offices across the country.

GREAT BENEFITS:

- Earn 13 paid vacation days a year, then
 - » 20 days a year after 3 years
 - » 26 days a year after 15 years
- Earn 13 paid sick days each year
- 11 paid Federal holidays
- Health benefits including medical, dental, and vision; and access to flexible spending accounts
- Life insurance
- Pension benefits under the Federal Employees Retirement System
- Optional Thrift Savings Plan (similar to a 401K). The government matches your contribution up to 5% of your salary
- Flexible work schedules
- Potential overtime opportunities
- Potential telework opportunities
- Eligibility for the Public Service Student Loan Forgiveness Program

SALARY INCREASES:

GS positions have salary increases based on the number of years of successful performance. The longer you work for SSA, the more your salary will grow! See OPM GS Pay Schedules for more information on GS pay tables and locality pay. See **OPM GS Pay Schedules** (<https://www.opm.gov/policy-data-oversight/pay-leave/salarieswages/>) for more information on GS pay tables and locality pay.

MAKE A DIFFERENCE IN YOUR COMMUNITY!

Social Security helps people through their life's journey in many ways. You will make a positive difference in the lives of people, from all walks of life, who need help applying for retirement, disability, and other critical benefits and services.

SOCIAL SECURITY

Email questions to:

See current SSA job
vacancies at
USAJOBS.GOV



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