

With you through
life's journey...



SOCIAL SECURITY IS HIRING NOW!

Legal Assistant *Office of Appellate Operations*

Job Duty Location:

BALTIMORE, MD 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 (LAs) play a vital role delivering Social Security benefits. As a 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.

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.

Additional information at USAJOBS posting at:

[USAJOBS - Job Announcement](#)

APPLY TODAY

Send your
resume/transcripts the
address:

DCARO.OAO.Recruitment@ssa.gov

**2023 Federal Grade
Levels & Salaries for
Baltimore/DC metro
areas:**

- GS-05: \$42,870
- GS-06: \$47,789
- GS-07: \$53,105 up to \$69,035

Get [Federal Resume Help](#)



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



Email questions to:

DCARO.OAO.Recruitment@ssa.gov

Why Work for SSA?

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
- And more!

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.

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 current SSA job vacancies at USAJOBS.GOV



Like us on Facebook: www.facebook.com/socialsecurity



Questions: DCARO.OAO.Recruitment@ssa.gov