

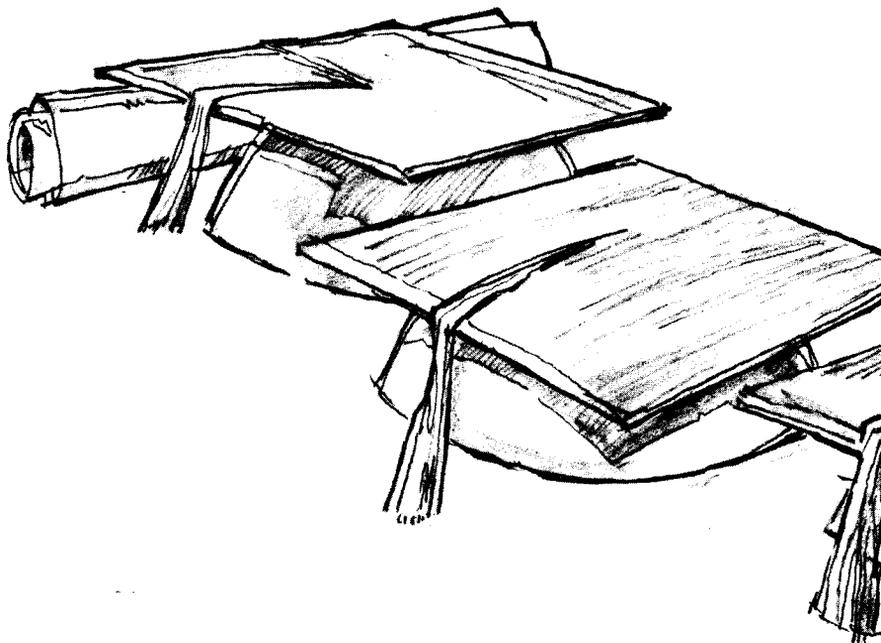
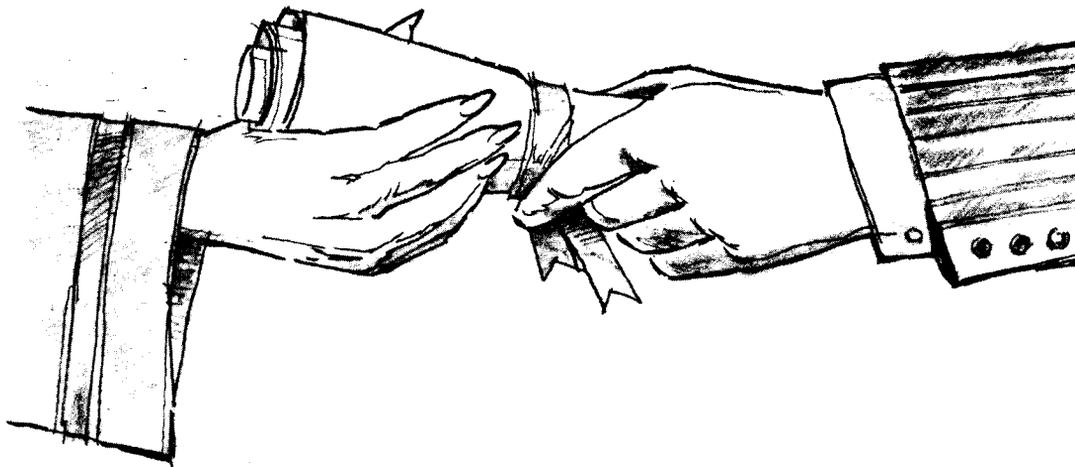
A career in
labor-management relations
as an **A**TTORNEY



National
Labor Relations Board

CONTENTS

YOUR CAREER	3
ABOUT THE NATIONAL LABOR RELATIONS BOARD.....	4
WHAT THE AGENCY NEEDS.....	5
THE WORK OF NLRB ATTORNEYS.....	6
TRAINING AND CAREER DEVELOPMENT.....	8
LAW CLERK AND ATTORNEY QUALIFICATIONS.....	10
STARTING SALARY AND PROMOTION OPPORTUNITIES.....	11
WHERE THE JOBS ARE.....	11
TRAVEL.....	14
EXTRA BENEFITS.....	15
EMPLOYMENT POLICY.....	16
MILITARY SERVICE	17
IT'S YOUR MOVE.....	18
FIELD OFFICE DIRECTORY.....	19



YOUR CAREER

As your graduation draws near you are faced with undoubtedly one of the most important decisions you will make in your lifetime: Your choice of a career.

If your concept of what a career should be includes the assurance that you will—

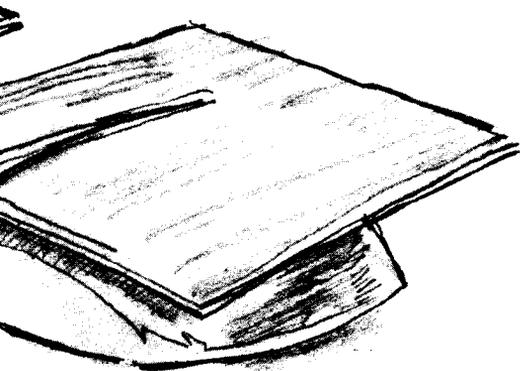
Engage in the practice of law with other attorneys in a professional atmosphere ...

Make a worthwhile and important contribution to one of the most vital activities of your Government...

Advance according to your individual ability with no limit on how far you can go ...

Achieve a comfortable standard of living for yourself and your family ...

You would be wise to consider a career as an attorney with the National Labor Relations Board.



A **BOUT THE NATIONAL** **LABOR RELATIONS BOARD**

Since 1935, when Congress established it as an independent Federal Agency to administer the National Labor Relations Act, the NLRB has protected the public interest by promoting industrial peace. It accomplishes its objectives by encouraging collective bargaining between representatives of employees and employers and by protecting the right of employees to organize into groups of their own choosing or to refuse to do so.

Basically, the NLRB has two functions:

(1) to prevent and remedy unfair labor practices, whether committed by labor organizations or employers, and

(2) to establish, usually by secret-ballot elections, whether or not certain

groups of employees wish to be represented by labor organizations for collective-bargaining purposes.

The NLRB is organized into two major parts: the five-member Board itself, which has its own staff, and the Office of the General Counsel.

The Board Members and the General Counsel are appointed by the President with the consent of the Senate. Their offices are located in Washington, D.C. In addition, the Agency maintains field offices in major cities across the Nation. A map showing these offices and their areas of jurisdiction is shown on pages 12 and 13.

Agency authority is divided by law. The Board acts primarily as a quasi-judicial body in

deciding cases upon formal records. The General Counsel is responsible for the investigation and processing of cases, including their prosecution in the courts.

The General Counsel also has general supervision over the Agency's field offices. It is with the General Counsel's staff that the public has the most contact.

WHAT THE AGENCY NEEDS

To meet its responsibilities successfully, the National Labor Relations Board needs astute, intelligent women and men:

(1) who have met and mastered the challenge of being a success as a law student and who wish to meet equally well the challenge of being a lawyer;

(2) who have enjoyed working with people in the past and who want to continue to work in the complex area of human relationships in the future;

(3) who have had some acquaintance with the field of labor-management relations and who desire to devote their full energies to a career in that field.

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HE WORK OF NLRB ATTORNEYS

From the standpoint of a lawyer considering Government service, the National Labor Relations Board is unusual in one important respect—it provides experience in all phases of legal practice. Its staff attorneys under the supervision of the General Counsel investigate and prosecute cases before administrative law judges and in Federal district courts. They do appellate work before the Board itself, before the United States courts of appeals, and before the United States Supreme Court. Others act as "house counsel" to a large independent agency, advising its Regional Offices on cases presenting complex legal issues or those involving delicate questions of labor law policy. And finally, they meet and advise the public on its rights and obligations under Federal labor law, particularly in the Board's Regional Offices where the attorneys are in constant contact with employees, employers, and labor organizations concerning cases arising under the National Labor Relations Act.

Attorneys serving on the staffs of Board Members participate in the decision-making process.

Listed below are some of the offices in which attorneys may be employed by the NLRB with a brief description of the work of each.

1. THE OFFICES OF BOARD MEMBERS IN WASHINGTON

An attorney who joins the staff of a Board Member functions in much the same way as a law clerk does for a judge. When assigned a case, attorneys must read and familiarize themselves with the record and with the formal documents, including the briefs. They ascertain, analyze, and discuss the issues and research the law. Attorneys prepare legal memoranda for the Board's consideration and, after the case has been decided, pursuant to instructions from the Board Members, they prepare a draft of the final decision.

2. THE OFFICE OF THE GENERAL COUNSEL IN WASHINGTON

An attorney on the staff of the General Counsel in Washington will be assigned to one of several offices which are separate and distinct in function. In all of them, however, their work will consist primarily of analysis, research, discussion, and drafting of memoranda, decisions, briefs, and other documents. These offices, and the function of each, are listed below.

The Division of Advice advises Regional Directors concerning the action to be taken on difficult or unusual cases, or those arising in newly developing policy areas.

The Office of Appeals processes appeals to the General Counsel from refusals of Regional Directors to issue complaints.

The Division of Enforcement Litigation represents the Board in the United States courts of appeals by submission of briefs and by oral argument.

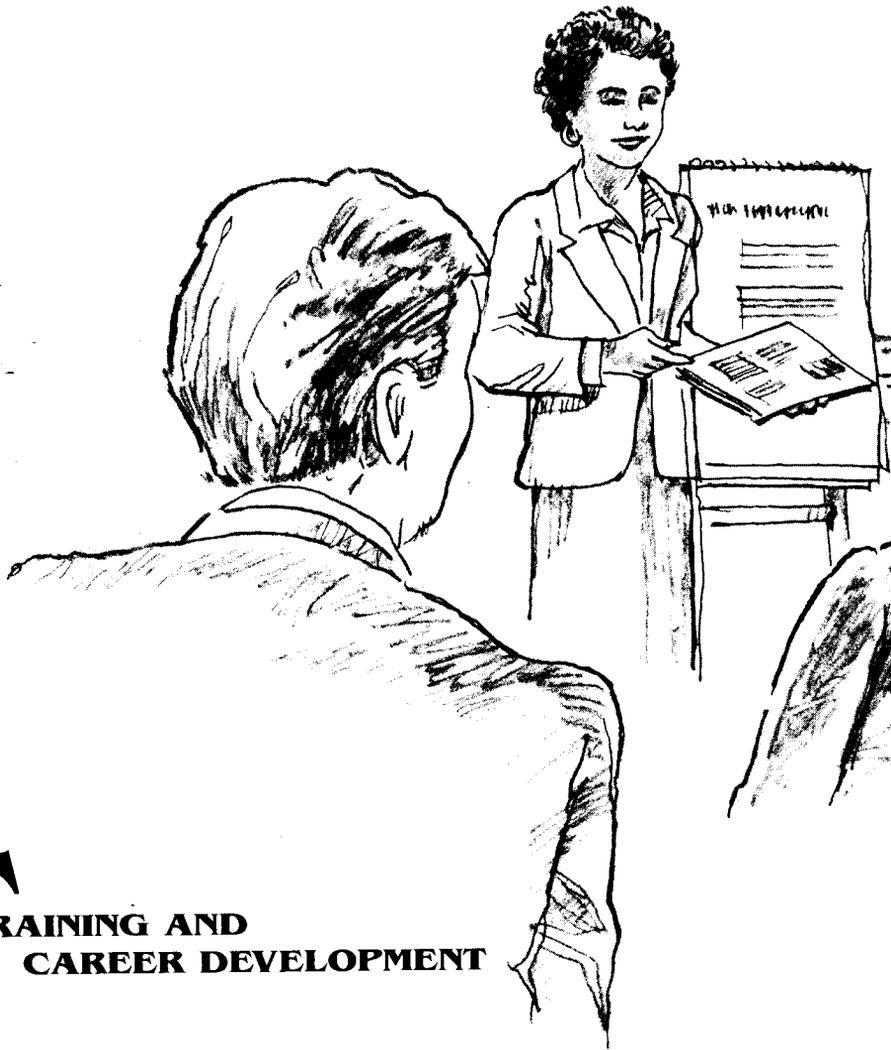
The Legal Research and Policy Planning Branch maintains the Board's vital case

digest and classification system and prepares research memoranda of all kinds.

3. THE REGIONAL OFFICES

Field attorneys, as they are called, begin by investigating cases to determine the facts and they progress into a variety of other functions. If it is decided that a complaint should issue in a case, and settlement efforts do not succeed, a field attorney will draft the complaint, prepare the case for trial, and try it before an administrative law judge. In appropriate cases, field attorneys seek injunctive relief in the Federal district courts.

From time to time, field attorneys will serve as hearing officers in contested representation election cases. In that capacity they impartially develop a full record concerning the issues in the case so that a decision can be written. At other times, and in different cases, they will prepare, from such records, drafts of decisions for their Regional Director. They will also assist from time to time in conducting representation elections and, as assigned, will advise and inform members of the public who contact the Regional Office for information or assistance.



TRAINING AND CAREER DEVELOPMENT

As a new law clerk or attorney, you will be assigned to a supervisor who, by means of informal discussions and assigned readings, will give you a working knowledge of court cases, Board decisions, and Agency policies and procedures. You will start developing an awareness of how the National Labor Relations Act

is brought to life and implemented by Agency procedures and court decisions. In the Regional Offices you will begin to develop an understanding of the industrial makeup of the geographical area in which you will be working, including the types of industries and labor organizations that predominate and how they interact with each other. You will



accompany experienced agents into the field both to observe and to assist in the processing of cases. As your skills develop over the weeks, you will take on more and more responsibility and, as soon as you are able, will "go it alone" with your cases.

In both Washington and the field, training and professional development are continuous. Generally, responsibilities come sooner and in greater degree to attorneys with the Federal Government than to their counterparts in private law firms. This is particularly true in the National Labor Relations Board.

The Agency also conducts area and national conferences of professional personnel, exchange programs, and a career planning and executive development program and participates in training institutes and conferences conducted by other Government agencies, private associations, and educational institutions.

Agency policy is to help employees develop to their fullest capacity as quickly as possible, from the standpoint of both productivity and earning power.

LAW CLERK AND ATTORNEY QUALIFICATIONS

Membership in the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico is the minimum requirement for appointment as an attorney. A graduate of an approved law school may enter on duty as a law clerk prior to admission to the Bar. A law clerk appointment will be changed to an attorney appointment automatically when a law clerk is admitted to the Bar. A law clerk appointment is limited to 14 months and cannot be renewed or extended.

No examination, written or oral, is required of an applicant for a law clerk or attorney position with the NLRB. Eligibility for an appointment will be determined on the basis of an evaluation of the applicant's complete educational background and work experience. Courses of study or work experience in labor law or labor relations are not required, but would be helpful. The competition for appointments with the NLRB is keen.

Because our work requires meeting the public at all levels and dealing with the parties involved in situations that are often tense and emotionally charged, personal characteristics are an essential part of the application process. For this reason, personal interviews may be required of applicants.



STARTING SALARY AND PROMOTION OPPORTUNITIES

Law school graduates start at the GS-11 level if, for example, they are in the upper third of their law school graduating class or have equivalent work experience or evidence of academic superior achievement. You will advance rapidly with the NLRB. If you develop as expected, you will be eligible for promotion from GS-11 to GS-12 after 1 year, and from GS-12 to GS-13 after an additional year. Above that level

an attorney may be promoted to Grade 14 as a trial specialist, supervisory attorney, or senior counsel to Board Member. Each Regional Office has a Regional Attorney who is in grade GM-15 and a Regional



Director who is in the Senior Executive Service (SES); some offices have a GM-15 Deputy Regional Attorney. An attorney is eligible to progress to the positions of Assistant General Counsel, Assistant Chief Counsel, Deputy Chief Counsel, or Chief Counsel to a Board Member, all of which are in the SES. The Agency's Associate General Counsels and the Deputy General Counsel are also in the SES.

WHERE THE JOBS ARE...

The Agency has over 750 attorneys. About one-third of them are assigned to the Washington office. The balance are located in Regional, Subregional, and Resident Offices in major cities across the country. The map on the following pages shows the offices and their respective jurisdictional areas. Their addresses are listed on pages 19 and 20. Your location preferences will be taken into consideration during the evaluation of your application. If we offer you an early commitment, it may be for your first choice only, or generally for one of several listed by you as acceptable. In any event, you will know your location assignment well before you are scheduled to begin working.

● **Regional Offices**

- 1 Boston, MA
- 2 New York, NY
- 3 Buffalo, NY
- 4 Philadelphia, PA
- 5 Baltimore, MD
- 6 Pittsburgh, PA
- 7 Detroit, MI
- 8 Cleveland, OH
- 9 Cincinnati, OH
- 10 Atlanta, GA
- 11 Winston-Salem, NC
- 12 Tampa, FL
- 13 Chicago, IL
- 14 St. Louis, MO
- 15 New Orleans, LA
- 16 Ft. Worth, TX
- 17 Kansas City, KS
- 18 Minneapolis, MN
- 19 Seattle, WA
- 20 San Francisco, CA
- 21 Los Angeles, CA
- 22 Newark, NJ
- 24 Hato Rey, PR
- 25 Indianapolis, IN
- 26 Memphis, TN
- 27 Denver, CO
- 28 Phoenix, AZ
- 29 Brooklyn, NY
- 30 Milwaukee, WI
- 31 Los Angeles, CA
- 32 Oakland, CA
- 33 Peoria, IL
- 34 Hartford, CT

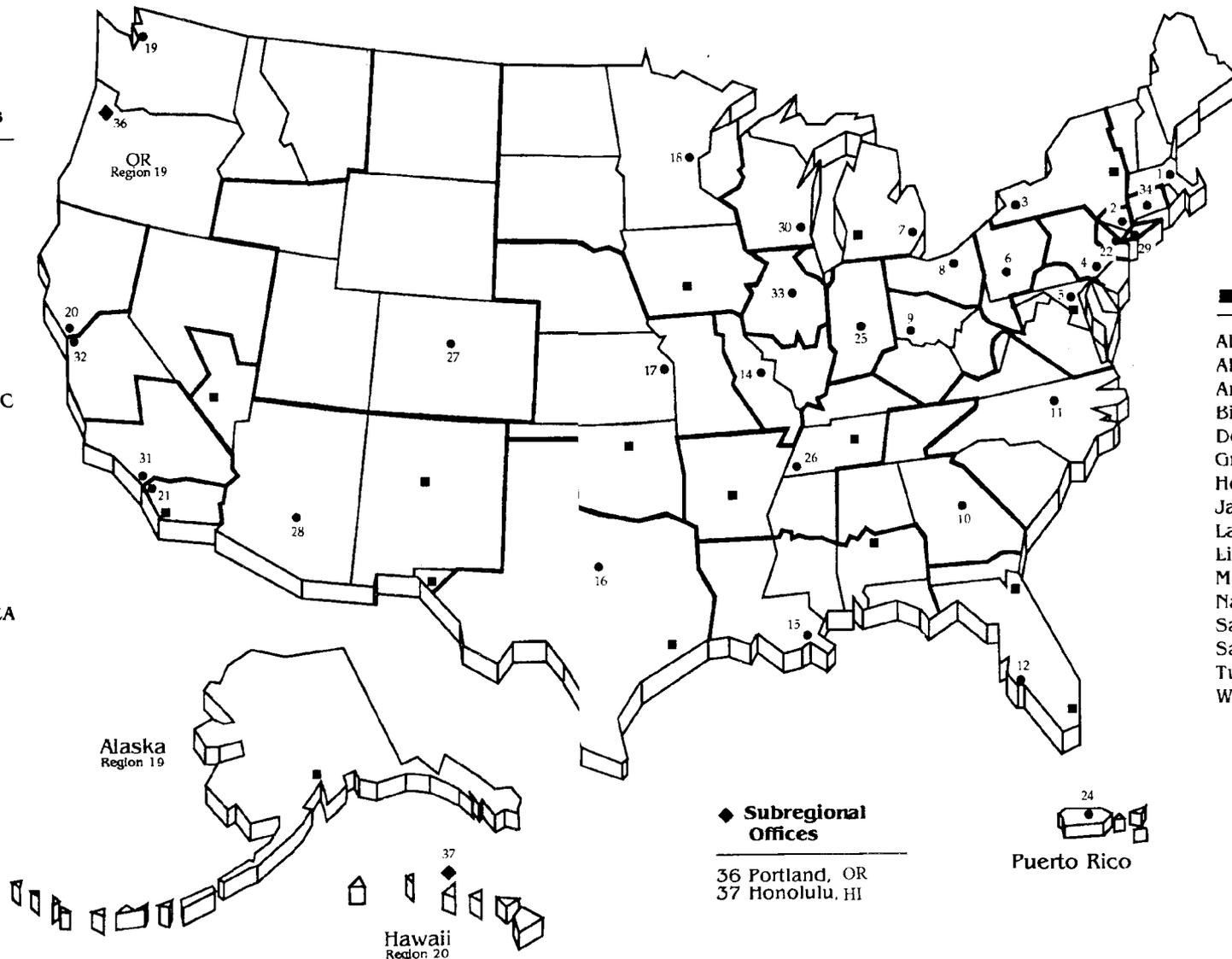
■ **Resident Offices**

- Albany, NY
- Albuquerque, NM
- Anchorage, AK
- Birmingham, AL
- Des Moines, IO
- Grand Rapids, MI
- Houston, TX
- Jacksonville, FL
- Las Vegas, NV
- Little Rock, AR
- Miami, FL
- Nashville, TN
- San Antonio, TX
- San Diego, CA
- Tulsa, OK
- Washington, DC

◆ **Subregional Offices**

- 36 Portland, OR
- 37 Honolulu, HI

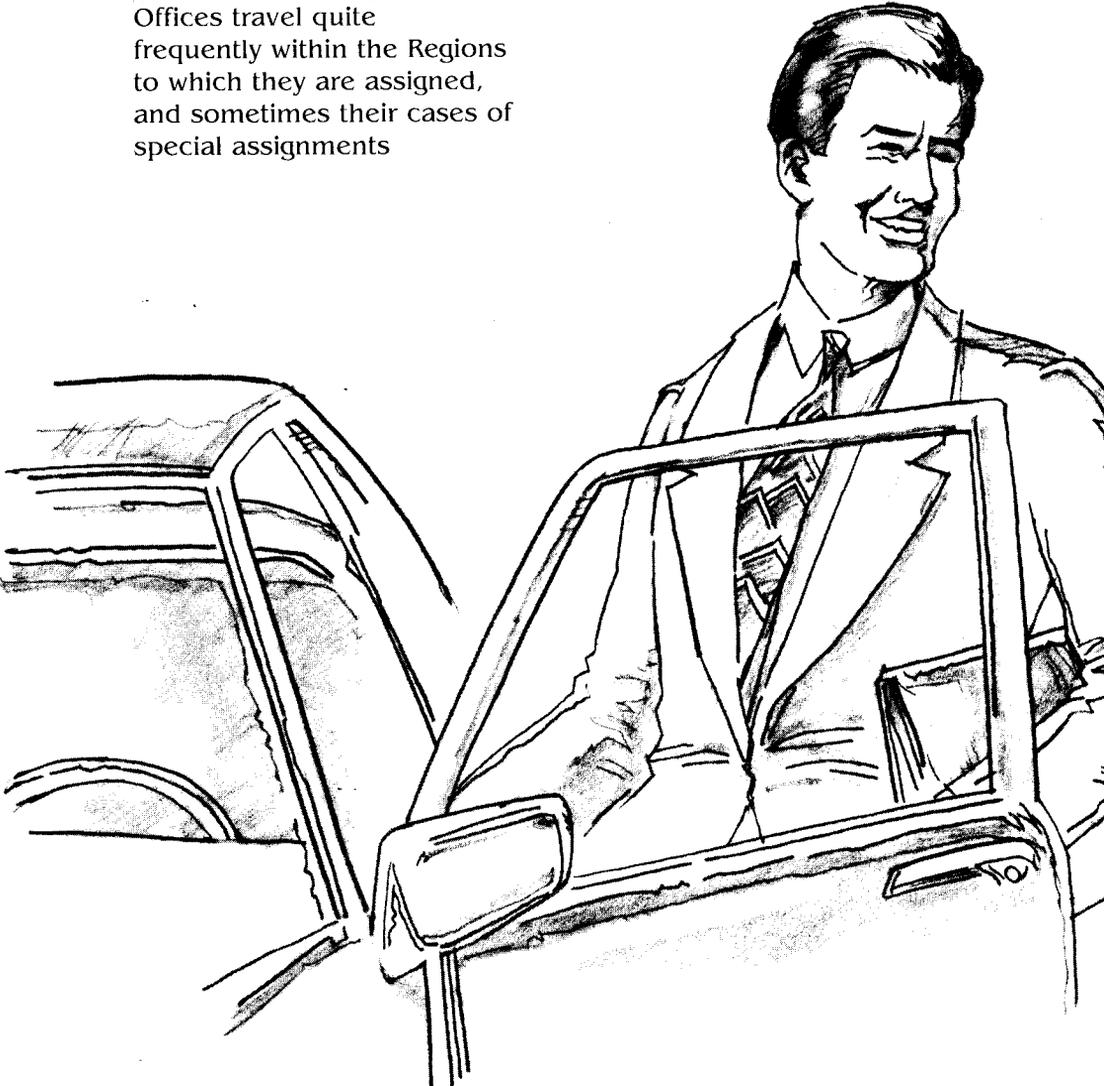
24
Puerto Rico



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As an attorney with the NLRB you may be called on to do some traveling. Just how much you will do will depend on your assignment. Attorneys in the Washington Office travel only occasionally; those in the Regional Offices travel quite frequently within the Regions to which they are assigned, and sometimes their cases of special assignments

take them into other Regions. Of course, travel and subsistence expenses are paid for by the Government.



EXTRA BENEFITS

Vacation and Leave

Paid leave for vacations and other personal use increases as your Government service increases, starting with 13 working days per year for employees with less than 3 years' service. This increases to 20 working days per year, the equivalent of a 4-week paid vacation after the third year of Government service, and increases again to 26 working days for those with 15 or more years.

Holidays

Employees are granted 10 paid holidays each year.

Sick Leave

The 13 days of sick leave that you earn each year accumulate without limit when not used and protect you from loss of salary due to illness. Annual leave may also be used for illness. After a few years of service, you will have earned and should accrue enough leave to ensure that you are protected from a loss in pay during an illness of several months.

Insurance

You will have the opportunity to participate in a variety of group hospitalization, surgical, and life insurance plans in which the Agency shares the cost. Liberal financial protection, without cost, is also provided for you and your family in the event of a job-connected injury or death.

Retirement

In the Federal Civil Service you will be covered by a model retirement program, the Federal Employees Retirement System Act of 1985 (FERS).

Thrift Savings Plan

In conjunction with the establishment of FERS, Congress created the Thrift Savings Plan (TSP) to permit Government employees covered by FERS or CSRS to participate in a tax-deferred savings plan. With certain restrictions, FERS employees may contribute up to 10 percent of base pay with matching Government contributions up to 5 percent.



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MPLOYMENT POLICY

Attorney and law clerk appointments in the NLRB are made under a recruitment and selection program that prohibits political considerations of any kind in your selection, retention, or future advancement in the Agency. Your employment and future career will be free from the influence

of extraneous considerations such as race, sex, religion, national origin, age, nepotism, employee union or fraternal affiliation, and personal or partisan sponsorship.



MILITARY SERVICE



If you are a member of a military reserve unit and must attend annual training, you will receive up to 15 days of military leave with full pay. Time spent in the military service counts toward service requirement for leave purposes.



IT'S YOUR MOVE . . .

Now that you know more about the National Labor Relations Board and its Mission, don't you think you owe it to yourself to look further into the possibilities of joining it? If so, you should go ahead and contact the NLRB office most convenient to you to obtain additional information or visit our web site at www.nlr.gov for current information on employment opportunities with the National Labor Relations Board.