

## REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY

### CENTER FOR TOBACCO PRODUCT

The Center for Tobacco Products (CTP), Office of Compliance and Enforcement (OCE), Division of Business Operations (DBO) is offering a reimbursable, temporary promotion detail opportunity for a position as a **Paralegal Specialist, GS-0950-11/12/13**. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days.

**Bargaining Unit Status:** Bargaining Unit Position

**Duty Location:** **Anywhere in the U.S. (REMOTE JOB)**

**Office/Duty Location:** FDA  
Center for Tobacco Products  
Office of Compliance and Enforcement  
**Division of Business Operations, Settlement and Hearings  
Branch A**  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Opening Date:** **3/29/2023**

**Closing Date:** **4/11/2023**

**Area of Consideration:** **Open to all Career/Career Conditional FDA Employees**

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products.

#### **Major Duties:**

The selected employee will serve as a Paralegal Specialist in the Office of Compliance and Enforcement, Division of Business Operations, Settlement and Hearings Branch A. Duties may include:

- Conducts legal research, reviews, and analyzes administrative cases.
- Secures supportive case data and obtains information needed to litigate cases through direct or indirect means.
- Performs legal research on questions arising from federal statutes administered. Locates legal texts of statutes, regulations, and court decisions for attorneys and other personnel.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.

- Skill in identifying problems, gathering information, drawing conclusions, recommending solutions, preparing reports, and implementing recommendations.
- Knowledge of general principles of organization, management, and administration in order to plan work priorities, develop procedures, and take action to achieve effective and timely completion of assignments.

**Additional Information:**

This detail opportunity is open to all qualified candidates at the GS-9, GS-11, GS-12 and GS-13 grade level and USPHS Commissioned Corps Officers that have not previously held a temporary promotion position within the last 12 months and to U.S. Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-9, GS-11, and GS-12 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Supervisory concurrence is required in order to accept a detail; it is NOT required to apply.

More than one selection may be made to fill on a rotational basis.

**Application Procedure:**

Interested applicants must submit a resume, most recent copy of SF-50, and statement of interest to:

Michele Quander  
Office of Management  
Center for Tobacco Products, FDA  
[michele.quander@fda.hhs.gov](mailto:michele.quander@fda.hhs.gov)

For questions about this position, please contact Olga Morales at [Olga.Morales@fda.hhs.gov](mailto:Olga.Morales@fda.hhs.gov).

**Travel Expenses will not be paid.**

**Applications/resumes must be submitted by April 11, 2023.**

**This is not an official vacancy announcement under the Merit Promotion System.**