



## UNITED STATES DEPARTMENT OF COMMERCE

### Office of the General Counsel

OFFICE OF THE CHIEF COUNSEL FOR INTERNATIONAL COMMERCE

Washington, D.C. 20230

**Position Title: Attorney Advisor (GS-12; Excepted Service, Full Time - Permanent)**

**Salary Range: \$94,199 - \$122,459 per year**

**United States Department of Commerce**

**Office of the Secretary**

**Office of the General Counsel**

**Office of the Chief Counsel for International Commerce**

**Location: Washington, DC**

**Posted: June 7, 2023**

**Application Period: OCCIC will accept applications from June 7, 2023, until the position is filled.**

**Start Date: Before October 1, 2023**

- **DUTIES**

#### *Summary*

The U.S. Department of Commerce (DOC), Office of the General Counsel, is seeking a full-time attorney to join the Office of the Chief Counsel for International Commerce (OCCIC). OCCIC identifies legal solutions that enable the International Trade Administration (ITA) to carry out its mission of advancing U.S. economic growth and strengthening U.S. industry's global competitiveness. Specifically, OCCIC attorneys provide legal support to ITA on a wide variety of international trade, investment, and economic framework issues, including promotion of exports and inward investment, digital trade and privacy, government procurement, competition, foreign investment reviews, intellectual property, international standards, and anticorruption. OCCIC attorneys participate in international negotiations and support efforts to ensure foreign compliance with trade and investment obligations.

OCCIC is strongly committed to its mission, public service, diversity, inclusion, and collegiality. OCCIC attorneys are known for their creativity, dedication, and track record of providing high-quality legal service and counsel. For more information about the Office of Chief Counsel for International Commerce, please visit <https://ogc.commerce.gov/collection/office-chief-counsel-international-commerce>.

#### *Responsibilities*

As a GS-12 Attorney Advisor in OCCIC, you will, among other things:

- Serve as a legal advisor to ITA concerning the interpretation and application of U.S. and international law and international trade and investment agreements.
- Support ITA in working with other U.S. Government agencies on trade and investment policy, trade negotiations, monitoring compliance by foreign trading partners, and trade compliance and enforcement actions.

- Advise on matters relating to export and inward investment promotion programs and activities.
- Analyze U.S. law, U.S. trade and investment agreements, and foreign trade agreements, laws, regulations, and policies.
- Coordinate with legal offices in other parts of DOC and in other U.S. Government agencies.
- Perform duties on a range of legal issues that will vary in legal and factual complexity, often of a novel nature, and with limited if any applicable precedents.
- With supervision, conduct research, develop legal strategies, and develop and present recommendations to policy officials.
- Work on matters that can have an important impact on U.S. industry and the U.S. economy.
- Thoroughly and thoughtfully research and develop legal options in a fast-paced environment with short deadlines.

- **REQUIREMENTS**

#### Conditions of Employment

- You must be a U.S. citizen.
- You must be registered for Selective Service, if applicable.
- You must be suitable for Federal employment. You will be required to complete a background investigation and fingerprint check.
- You will be required to access national security information and you must be able to obtain and maintain a Secret Clearance. (For more information, please see <https://www.commerce.gov/osy/programs/personnel-security/background-investigation-requests>).
- You will be required to submit a Confidential Financial Disclosure on an annual basis (For more information, please see: <https://www.oge.gov/Web/oge.nsf/Resources/OGE+Form+450>).
- Applicants may be required to undergo drug testing prior to selection (For more information, please see: <https://www.commerce.gov/hr/employees/drug-free-workplace>).
- A two-year trial period is required.

This position's duty station is in Washington, D.C. Under applicable DOC policies, this position is eligible for up to two days per week (four days per pay period) of routine telework, as well as for situational, unscheduled, and continuity of operations (COOP)/emergency purposes telework as appropriate.

#### **QUALIFICATIONS**

To be considered for this position, applicants must have a demonstrated interest in international economic or commercial matters and a minimum of one year of specialized professional legal experience interpreting and advising on U.S. and international law, ideally as these impact U.S. international trade, commercial, and investment policy. For purposes of this position, specialized professional legal experience may consist of paid or unpaid experience post bar-admission, including Federal or State Government experience, law firm or legal practice, judicial clerkship, and/or unpaid or volunteer legal work.

We are seeking a candidate with the following additional qualifications: strong research, editing, and writing skills; effective analytical and reasoning skills with respect to identification and recommended minimization of legal risk; professional communication skills needed to successfully engage with peers,

colleagues, supervisors, and clients; ability to handle and be responsible for a variety of assignments with short, time-critical deadlines; and interpersonal communication skills suitable for successfully working on a team on projects that require legal analysis. We are also seeking a candidate with familiarity or experience with Government work, or other demonstrated interest in public service, and a demonstrated ability to meaningfully contribute to OCCIC's workplace culture.

Applicants will be evaluated based on how well they meet these qualifications.

### **Education and Active Bar Membership**

Applicants must possess a Juris Doctor (J.D.) degree or Master of Laws (L.L.M.) degree from an ABA-accredited law school. Official or unofficial transcripts must be submitted with your application package. In addition, applicants must have an active bar membership in one of the 50 states, Washington, DC, Puerto Rico, or the U.S. Virgin Islands.

### **REQUIRED DOCUMENTS**

A complete application consists of the following:

- Cover letter demonstrating interest in international economic or commercial matters.
- Resumé detailing relevant experience, skills, education, and qualifications.
- Copy of law school transcript (unofficial copy is sufficient, but official copy must be submitted before appointment).
- Writing Sample. Seven pages or less, preferably on an international trade or investment law issue or administrative law topic.
- Certificate of bar membership and proof of good standing. You must be an active member of the Bar in one or more states, the District of Columbia, a U.S. territory, or the Commonwealth of Puerto Rico. (Prior to receiving a formal offer, you will be asked to provide a certificate of bar membership and proof of good standing.)

*For current and former Federal employees: For prior work in Federal service, please include the grade level for the position(s) on your resumé. You must submit a copy of your most recent SF-50, Notification of Personnel Action, which shows competitive or excepted service appointment and salary.*

### **HOW TO APPLY**

Applications will be considered on a rolling basis until the position is filled. Applications will also be considered for any future vacancies.

**Please submit applications to [OCCIC@doc.gov](mailto:OCCIC@doc.gov) and include “GS-12 Attorney” in the subject field.**

### **BENEFITS AND ADDITIONAL INFORMATION**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Information about benefits available for U.S. Department of Commerce employees can be found at <https://www.commerce.gov/index.php/hr/employees/benefits>.

As a Federal employee, you may be able to enroll in health, dental, vision and life insurance, flexible spending accounts, and apply for long term care insurance at preferred rates. For more information, please visit <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>.

The Department of Commerce is committed to providing a work environment that is healthy and considerate of employees' work and personal life responsibilities and obligations, and we offer numerous programs to support these efforts. For more information see <https://www.commerce.gov/hr/employees/work-life-balance>. The Federal student loan repayment program permits agencies to repay Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency. The program implements 5 U.S.C. § 5379, which authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees. The Office of the Secretary, Office of the General Counsel offers Student Loan Repayment through the Student Loan Repayment Program in accordance with 5 U.S.C. § 5379. The approval is determined by the supervisor and funding must be available to support the request. There is not any guarantee of this incentive to any requesting employee. For more information, please visit <https://www.opm.gov/policy-data-oversight/pay-leave/student-loan-repayment/#:~:text=The%20Federal%20student%20loan%20repayment%20program%20permits%20agencies,programs%20to%20attract%20or%20retain%20highly%20qualified%20employees>.

Occasional domestic or international travel may be required.

Relocation expenses will not be reimbursed.

This position has promotion potential to GS-15.

The Department of Commerce is an Equal Opportunity Employer. All applicants will be considered without regard to political or religious affiliation, marital status, race, color, sex, national origin, non disqualifying physical or mental handicap, age, or any other non-merit factor.

OCCIC considers veterans' preference as a positive factor. Applicants who have veterans' preference are encouraged to include their information in their cover letters or resumes and attach supporting documentation to substantiate their preference.

**For more information about the Office of Chief Counsel for International Commerce or about this position, please e-mail [OCCIC@doc.gov](mailto:OCCIC@doc.gov).**