

Department of Commerce
Office of the General Counsel
Office of the Chief Counsel for Industry and Security
Attorney-Advisor

The Office of the General Counsel is seeking a junior attorney at the GS-11 or 12 level and/or recent law school graduates at the GS-11 grade level to join the Office of Chief Counsel for Industry and Security (OCC/IS). OCC/IS provides legal advice and support to the Bureau of Industry and Security (BIS) on a wide range of issues critical to advancing U.S. national security, foreign policy and economic objectives.

Regulatory responsibilities will potentially include: providing counseling on export control licensing and compliance; reviewing and interpreting statutes, regulations and Executive Orders; drafting and reviewing proposed regulations, legislation, position papers, and testimony; participating in international technical assistance programs with foreign government officials; providing legal support to BIS's defense industrial base and treaty compliance programs; and supporting BIS participation in Committee on Foreign Investment in the United States ("CFIUS") activities.

Enforcement and litigation responsibilities will include: representing BIS in complex administrative enforcement cases (including drafting charging documents and related materials, motions practice, discovery, and pre-trial and evidentiary hearings before administrative law judges), assisting federal prosecutors in criminal export control enforcement matters and assisting in defending civil challenges to and appeals of agency action, counseling BIS special agents regarding their investigations, and providing legal support for agency enforcement initiatives. In addition, attorneys assist the Chief Counsel for Industry and Security on various projects as needed, including with respect to certain Freedom of Information Act legal issues.

The attorney's responsibilities will include counseling BIS on export control regulatory issues and representing BIS in administrative export control enforcement proceedings regarding dual-use items and those munitions items controlled by the Export Administration Regulations.

Attorneys must be able to handle a wide variety of assignments with short, time-critical deadlines, and have excellent interpersonal skills, suitable for successfully working with policy makers and senior-level officials as well as licensing officers and enforcement personnel at headquarters and in the field.

Salary Range: GS-11-12 is \$66,510 to 103,639 (promotion potential to a GS-15 although neither guaranteed nor implied).

Qualifications:

Recent Law School Graduate: Bar membership is not required

For recent law school graduates, bar membership is not required for initial appointment to a 14 month limited-term law clerk position. This law clerk position will be converted to an attorney-advisor position after passing the bar exam and becoming an active member in good standing of the bar of a state of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

GS-11 Law Clerk: An outstanding record of academic achievement and work experience pertinent to the work of OCC/IS is also desirable. Must also possess exceptional analytical, writing, organizational, and

interpersonal communications skills and demonstrate a serious interest in working on both regulatory and administrative enforcement matters.

For a GS-11 Attorney-Advisor:

- a. J.D. degree; active bar membership in good standing of the bar of a state of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
- b. An outstanding record of academic and professional achievement. Must also possess exceptional analytical, writing, organizational, and interpersonal communications skills and demonstrate a serious interest in working on both regulatory and administrative enforcement matters. Academic training or work experience pertinent to the work of OCC/IS is also desirable.

For GS-12 Attorney-Advisor:

- a. J.D. degree; active bar membership in good standing of the bar of a state of the United States, the District of Columbia, or the Commonwealth of Puerto Rico and one year of professional work experience.
- b. An outstanding record of academic and professional achievement. Must also possess exceptional analytical, writing, organizational, and interpersonal communications skills and demonstrate a serious interest in working on both regulatory and administrative enforcement matters. Academic training or work experience pertinent to the work of OCC/IS is also desirable.

Position Requirements:

Citizenship: Must be a U.S. citizen.

Education: Must have graduated from an ABA-accredited law school with a J.D. degree.

The successful candidate must be able to obtain and maintain a Secret level security clearance. Dual citizens must be prepared to relinquish foreign citizenship in order to receive a clearance.

Please send your resume, cover letter, law school transcript (unofficial is sufficient for application purposes), and a legal writing sample (preferably on a regulatory, export control, economic sanctions, international trade, national security or litigation topic) to OCCIS@doc.gov. **This position is open until filled.**

Applicants who are not selected for interviews will not be notified that they have not been selected.