





Supervisory Attorney Advisor/Chief Counsel for Legislation - (Public Notice Flyer)

DEPARTMENT OF COMMERCE
Office of the Secretary

COVID-19 Vaccination Requirement

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency-or job-specific vaccination requirements, so please review the job announcement for details. Click here for more information.







Summary

The U.S. Department of Commerce Office of the General Counsel is seeking a Chief Counsel for Legislation within the Office of the Assistant General Counsel for Legislation and Regulation.

This is a Public Notice. Please read this Public Notice in its entirety prior to submitting your application for consideration.

After the closing date, applicants can still submit resumes to: <u>AGCLandR@doc.gov</u> with the subject listed as "Chief Counsel – Legislation."

Learn more about this agency

Overview



Accepting applications

Open & closing dates

① 07/25/2022 to 08/05/2022

Salary

\$148,484 - \$176,300 per year

Pay scale & grade

GS 15

Location

1 vacancy in the following location:



1 vacancy

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Excepted

Promotion potential

15

Job family (Series)

0905 Attorney

Supervisory status

Yes

Security clearance

Secret

Drug test

Help

No

Position sensitivity and risk

Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process

Credentialing

Suitability/Fitness

Announcement number

OS/OGC-2022-0012

Control number

667324900

This job is open to





U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Applications will be accepted from all U.S. Citizens.

Duties



The Chief Counsel for Legislation will lead a team that coordinates the analysis of pending legislation on the full range of topics within the Department of Commerce's broad and varied jurisdiction and the development and articulation of Departmental views on such legislation. The Chief Counsel also serves as the Department's principal liaison to the Office of Management and Budget for legislative matters, working with his or her staff to obtain required clearances and interagency consensus on Department testimony, views letters, reports, and legislative proposals for delivery to Congress.

The Chief Counsel will perform, or direct other attorneys in performing, duties such as:

 Working with various bureaus within the Department to develop and support Departmental legislative initiatives and review testimony, reports, views letters and technical drafting assistance for presentation to Congress.

- Coordinating the development and expression of views within the Department on legislation concerning the Department, including facilitating the resolution of differing views.
- Serving as a Department liaison to the Office of Management and Budget and other federal agencies during interagency review and clearance of legislation, reports, views letters and Congressional testimony.
- Analyzing legal issues presented by legislation and legislative materials, including complex and often novel issues, and coordinating with other legal offices within the Department of Commerce and other federal agencies concerning such issues.
- Advising and coordinating with policy and senior career officials in the Department's Office of Legislative and Intergovernmental Affairs and throughout the Department on legislation-related legal matters. On occasion, these may include Congressional oversight matters.

Requirements



Conditions of Employment

- You must be suitable for Federal employment.
- You must be a U.S. citizen.
- You must be registered for Selective Service if applicable (www.sss.gov).
 - Must complete a 2-year trial period.
 - If selected, you will be required to complete OGE Form 450, Confidential Financial Disclosure.

Security Clearance: If selected, you will undergo a **Non-Critical Sensitive, Secret** clearance background investigation, and that clearance level must be maintained.

Qualifications

Basic requirement for all grade levels:

- 1. You must be a graduate with a Juris Doctor (J.D.) degree or equivalent from an accredited law school; AND
- 2. You must have bar membership in one of the 50 states, Washington, DC, Puerto Rico or the US. Virgin Islands. AND/OR

3. A minimum of four years of relevant legal experience is typically required. On the rare occasion, three years of relevant legal experience may, in the opinion of the General Counsel or her designee, suffice.

Minimum Requirements:

For GS-15: Applicants applying at the GS-15 grade level requires at least four years of legal experience.

Note: The General Counsel or designee retains the discretion to waive minimum qualifications as described above.

The ideal candidate will have: experience with federal legislation and the federal legislative process; a record of superior judgment; excellent written and oral communication skills; a background in both legal and policy analysis; strong interpersonal skills; and experience managing, supervising, or leading a team.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education

Applicants must possess a Juris Doctor (J.D.) degree or equivalent from an accredited law school. An Official transcript(s) must be submitted before an offer can be made.

Additional information

Department Attorney-Advisor positions are in the Excepted Service. As such, these positions are not covered by the usual civil service hiring procedure. Additionally, this position does not confer non-competitive conversion to the competitive services. Acceptance of an excepted service appointment from applicants in the competitive service will require a written statement of understanding.

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Applicants will be rated based on their education, experience, demonstrated legal research and writing abilities, and performance during the interview process.

Basis for evaluation: If eligible and meeting basic qualifications, your application package will be evaluated in conjunction with your résumé and supporting documents for the required knowledge, skills, and abilities (KSAs) to successfully perform the duties of this position:

- 1. Knowledge of the legislative process, based on significant, relevant experience on Congressional staff, in the Executive Branch, or in the private or nonprofit sectors. Knowledge of and experience with Congressional oversight is a plus.
- 2. Ability to write clearly and persuasively, including the ability to present complex information in a concise, accurate and easy-to-understand manner to a variety of audiences.
- 3. Ability to communicate orally in a clear and persuasive manner, including the ability to present complex information in a concise, accurate and easy-to understand manner to a variety of audiences.
- 4. Ability to interact effectively with both career and policy officials at all levels at the Department and across its component bureaus.
- 5. Ability to operate and thrive in an environment that frequently presents short deadlines and requires handling multiple matters simultaneously. Candidates should have superior organizational skills and be detail-oriented.
- 6. Ability to manage, supervise and/or lead a team to accomplish organizational goals.
- 7. Knowledge of or demonstrated interest in at least one of the substantive areas of law within the jurisdiction of the Department of Commerce (such as export controls, environmental and natural resource law, patents and trademarks, standards and technology, international trade and commerce, economic data and statistics, economic and minority business development, and telecommunications and information policy) is desirable but not required.

Please be advised that Department of Commerce Attorney positions are in the Excepted Service. As such, these positions are not covered by the usual civil service hiring procedures. You will be evaluated for this job based on how well you meet the qualifications stated herein. We will perform an initial review of applications to determine basic eligibility and minimum qualifications for the position and numeric scores will not be assigned.

There are no numerical rating systems through which to apply veterans preference; however, the Office of the General Counsel favorably considers veterans preference eligibility in hiring. Applicants eligible for veterans preference are encouraged to include that information in their cover letter or resume. If selected, additional information may be required.

You may <u>preview questions</u> for this vacancy.

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents



A complete application consists of the following:

Cover letter. Address demonstrated interests and qualifications as it relates to the position.

Resume showing relevant experience. Your resume should list your educational and work experience, including the dates (mm/dd/yyyy) and provide the hours per week, if less than 40. For work in the Federal Service, please include the pay plan and grade level for the position(s).

Copy of law school transcript If selected for an interview, you may be asked to to provide an official or unofficial copy of your law school transcript(s). Prior to receiving an offer you will be asked to provide an official copy of your transcript.

Certificate of bar membership and proof of good standing. Prior to receiving an offer, you will be asked to provide a certificate of bar membership and proof of good standing.

Failure to provide documents, if selected, may result in lost consideration.

Please DO NOT put your SSN on pages within your application package. Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply



Read more

Agency contact information



Jowan Williams

Phone

202-482-3850

Fax

000-000-0000

Email

JWilliams1@doc.gov

Address

OFFICE OF THE SECRETARY 1401 Constitution Ave NW Office of General Counsel Mail Stop 5876 Washington, District of Columbia 20230 **United States**

Learn more about this agency

Next steps

Read more

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity (EEO) Policy

Reasonable accommodation policy

Financial suitability

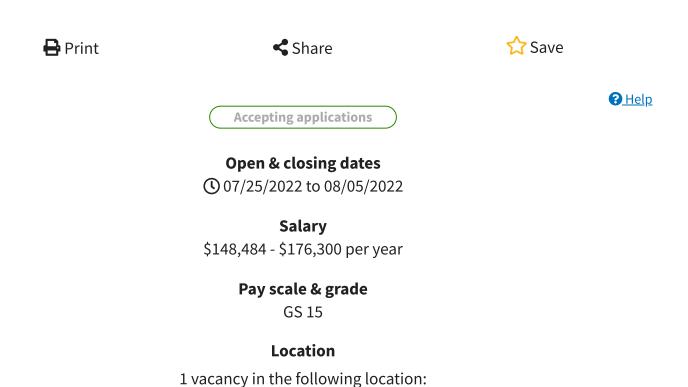
Selective Service

New employee probationary period

Signature and false statements

Privacy Act

Social security number request





Washington, DC

1 vacancy

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Excepted

Promotion potential

15

Job family (Series)

0905 Attorney

Supervisory status

Yes

Security clearance

Secret

Drug test

No

Position sensitivity and risk

Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process

Credentialing

Suitability/Fitness

Announcement number

OS/OGC-2022-0012

Control number

667324900

Return to top

✓ Account

Home

Profile

Documents

Saved jobs

Saved searches

∨ Help

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Working in government

USAJOBS is a United States Office of Personnel Management website.

EEO Policy Statement

Reasonable Accommodation Policy Statement

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