

General Attorney

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel, Employment and Labor Law Division



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Summary

The U.S. Department of Commerce, Office of the General Counsel is seeking one or more attorneys to join its Oversight Team within the Office of the Assistant General Counsel for Employment, Litigation and Information. The Oversight Team provides legal support and guidance to the Department of Commerce on various external reviews and investigations.

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


[Learn more about this agency](#)

Overview

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Accepting applications

Open & closing dates

 03/16/2023 to 04/17/2023

Salary

\$78,592 - \$122,459 per year

Pay scale & grade

GS 11 - 15

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Location

FEW vacancies in the following location:

 **Washington**

Remote job

No

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

No

Security clearance

[Other](#)

Drug test

No

Position sensitivity and risk

[Moderate Risk \(MR\)](#)

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OS-OGC-PNF-11888309

Control number

713280900

This job is open to

[? Help](#)**The public**

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

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Attorneys on the Oversight Team provide legal support and guidance to the Department of Commerce (DOC) on various external reviews and investigations. Oversight Team attorneys work closely with attorney colleagues when those colleagues' subject matter expertise will assist resolution of the problem or issue at hand. Oversight team attorneys also work closely with the Office of Legislative Affairs and clients throughout the Department of Commerce to respond to Congressional requests for information, materials, or witnesses. They also coordinate the Department's response to audits conducted by the General Accountability Office. Oversight Team attorneys also conduct internal investigations into allegations of fraud, waste, abuse, and gross misconduct and interface with the Office of Special Counsel (OSC) during OSC investigations.

In particular, Oversight attorneys can expect to take part in a broad array of advisory roles centered on the following:

- (1) Coordinate/conduct investigations pursuant to OIG referrals to the Office of the Secretary, including "H" and "N" referrals and those made pursuant to 41 U.S.C. §4712
- (2) Department liaison for U.S. Office of Special Counsel investigations and referrals, including whistleblower protection and prohibited personnel practice claims

- (3) Conduct special projects (inquiries, investigations, organizational assessments)
- (4) Coordinate/conduct investigation and review of employee complaints, appeals, and grievances
- (5) Provide OGC-wide professional responsibility advice and counsel
- (6) Provide assistance with responses to Congressional oversight inquiries and requests for briefing, interviews, and hearings upon request

GS-11 Level:

Performs a variety of legal duties such as: researching legal issues which are often factually complex; developing drafts of letters, memoranda, and legal documents for the use by a higher graded attorney; participating in interviews and/or depositions; or conducting the preliminary review of investigative reports and/or responses.

GS-12 Level:

Performs a variety of legal duties such as researching legal issues which are often factually complex; developing drafts of letters, memoranda and legal documents for themselves or a higher graded attorney; participating in interviews and/or depositions; or conducting the preliminary review of investigative reports and/or responses. The incumbent is expected to be able to independently present legal conclusions to adjudicatory authorities, high level organizational officials, as well as outside counsel & other interested groups.

GS-13 Level:

Performs a variety of legal duties such as researching legal issues which are often factually complex; developing drafts of letters, memoranda and legal documents for themselves or a higher graded attorney; participating in interviews and/or depositions; or conducting the preliminary review of investigative reports and/or responses. The incumbent is expected to be able to independently present legal conclusions to adjudicatory authorities, high level organizational officials, as well as outside counsel and other interested groups.

GS-14 Level:

As the lead attorney on a particular on a particular investigatory or oversight matter, the incumbent is responsible for the analysis of the legal issue in question, the development of the strategy to deal with the legal issue, and the content and means of delivery of the completed analysis of the legal issue.

GS-15 Level:

Serves as Senior Counsel in the Employment and Labor Law Division, as the lead attorney on a particular case or legal issue characterized by one or more of the following: 1) extremely complex difficult legal or factual issues requiring a high order or legal endeavor with the incumbent often having to balance conflicting interests; 2) matters that can have the effect of substantially broadening or restricting the activities of an agency or have an important impact on major industry whose economic position affects the health and stability of the general economy; 3) the matter involves, directly or indirectly, very large sums of money and are frequently vigorously contested by extremely capable legal talent OR counsel to a major operating program posing complex legal questions. Provides legal advice, representation, and services to various bureaus with respect to external and internal investigations and audits; responsible for analysis of the legal issue in question, the development of the strategy to deal with the legal issue, and the content and means of delivery of the completed analysis of the legal issue. Incumbent is responsible for ensuring that DOC meets its legal obligations in these investigations and audits while ensuring that the Department's mission and resources are preserved.



Requirements

Conditions of Employment

- You must be a U.S. citizen to apply for this position.
- You must successfully pass a background investigation. This may include a credit check, a review of financial issues, as well as certain criminal offenses and illegal use of possession of drugs.
- A probationary period may be required.
- Selective Service: Males born after 12/31/59 must be registered or exempt from Selective Service (see <https://www.sss.gov/>)
- If you receive a conditional offer of employment for this position, you will be required to complete an Optional Form 306, Declaration for Federal Employment, and to sign and certify the accuracy of all information in your application.
- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- Occasional travel - You may be expected to travel for this position.
- Drug Test Required: No

- License required: BAR Certification
- Pre-employment physical required: No
- Bargaining Unit Position: No
- Confidential Financial Disclosure Report (OGE form 450): Yes
- Permanent Change of Duty Station (PCS) Expense: will not be paid.

Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.

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.

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.

Minimum Requirements:

The career ladder for attorney positions in OGC is generally GS-11 to GS-15. The minimum

qualifications for hiring at each grade level (or equivalent) are as follows:

GS-11: J.D. from an accredited law school and active bar membership in one of the 50 states, Washington, D.C., Puerto Rico, or the U.S. Virgin Islands. (The requirement that an applicant possess a J.D. may be waived if his or her bar membership is in a state that allows individuals to "read for the law" rather than pursue a formal academic degree).

GS-12: GS-11 qualifications plus one-year legal experience, or additional relevant experience that distinguishes an entry-level attorney from the GS-11. This may include: a superior academic record; specific course work or an internship in the relevant legal area; another graduate or doctoral degree. Individuals hired into Legal Intern positions at the GS-11 may be reassigned to GS-12 attorney positions upon admission to the bar, irrespective of time-in-grade.

GS-13: Two years of legal experience or relevant professional experience (legal or non-legal). Relevant non-legal professional experience could include, for example: experience as an International Program Specialist with the Commercial Law Development Program (CLDP) when applying for a CLDP attorney position; or experience as an Employee Relations Specialist when applying for an Employment Law position. Likewise, experience in a non-attorney position within the Department, with resulting insight into the client's mission could warrant a higher grade, as could non-legal experience in regulated industry. When relying on non-legal professional experience, hiring managers must articulate in writing how the cited experience enhances the applicant's skills to warrant the higher grade.

GS-14: Typically requires a minimum of three years of relevant legal experience.² On the rare occasion, two years of relevant legal experience may, in the opinion of the General Counsel or his or her designee, suffice.

GS-15: Typically requires a minimum of four years of relevant legal experience. On the rare occasion, three years of relevant legal experience may, in the opinion of the General Counsel or his or her designee, suffice.

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.

Applicants must meet the General Professional Experience requirements set forth above and the

below specialized experience by the closing date of the announcement. Specialized experience equips applicants with particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. For this position, specialized experience includes knowledge of labor and employment law and/or litigation experience. Applicants must demonstrate the ability to accurately identify and quickly analyze relevant and critical issues. Applicants must demonstrate a record of strong interpersonal skills, good judgment and exhibit the ability to work in a supportive and professional manner with other attorneys, support staff and client bureaus. **(See above to for specific desired experience for each grade level)**

The attorney(s) will be hired at the GS-11 through GS-15 grade levels, depending on experience. The promotion potential for this position is GS-15 level.

Applicants may be hired at any of the grades shown in this announcement, commensurate with the candidate's experience and qualifications. You are encouraged to identify the grade level(s) or salary for which you wish to be considered.

Education

Please see **Qualifications** and **Required Documents** section for more information.

Additional information

This position does not confer non-competitive conversion to the competitive service. Acceptance of an excepted service appointment from applicants in the competitive service will require a written statement of understanding when voluntarily leaving the competitive service.

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 resume and supporting documents for the required knowledge, skills, and abilities (KSAs) to successfully perform the duties of this position:

- Knowledge of research strategies and techniques sufficient to research the most complex legal issues. The issues researched are almost always factually complex and are in areas of the law which are often in a continual state of evolution, thus requiring atypical and innovative research strategies.
- Ability to communicate effectively with diverse clients and constituencies on varied and complex topics in writing clearly, concisely and persuasively, with particular emphasis on the ability to analyze and explain complex legal issues.
- Ability to communicate effectively orally with diverse clients and constituencies on varied and complex topics.
- Ability to maintain effective working and reporting relationships with professional peers, support staff and management officials. Ability to organize work effectively to meet established deadlines and priorities.

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.

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.** (Unofficial copy is sufficient, but official copy must be submitted before appointment). You are not required to submit official documents at this time; copies are sufficient.
- **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

[? Help](#)

[Read more](#)

Agency contact information



Angela Henson

Phone

[000-000-0000](#)

EmailaHenson2@doc.gov**Address**

Office of the Secretary
1401 Constitution Ave NW
Washington, DC 20230
US

[Learn more about this agency.](#)**Next steps**[Read more](#)

Fair & Transparent

The Federal hiring process is set up 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](#)[? Help](#)

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Job family (Series)

[0905 Attorney](#)

Supervisory status

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Security clearance

[Other](#)

Drug test

No

Position sensitivity and risk

[Moderate Risk \(MR\)](#)

Trust determination process

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