

General Attorney (Public Notice Flyer)

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel, General Litigation Division



Summary

The U.S. Department of Commerce, Office of the General Counsel is seeking one or more attorneys to join its General Litigation Division. The Division provides representation and advice to offices within the Department on Federal tort claims, FOIA litigation, bankruptcy, APA claims, and more.

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

 [Help](#)

Accepting applications

Open & closing dates

 03/22/2023 to 04/21/2023

Salary

\$78,592 - \$183,500 per year

Pay scale & grade

GS 11 - 14

 [Help](#)

Location

FEW vacancies in the following location:

 **Washington**

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

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

[Not Required](#)

Drug test

No

Position sensitivity and risk

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

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OS-OGC-23-11897087

Control number

714559900

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

[? Help](#)

The attorney(s) will be responsible for providing legal advice and representation to Department management and employees on various aspects of litigation, including processing the Department's administrative tort claims and claims for personal property loss by employees (excluding the USPTO and Office of the Inspector General). The attorney(s) will also work closely with the Department of Justice to defend the Department of Commerce in various litigation in Federal courts, including torts, FOIA, and Administrative Procedure Act cases. Other responsibilities include handling subpoenas received by the Department, assisting employees with requests for representation by a Federal attorney, and providing advice to management on Department policies.

The attorney(s) will be hired at the GS-11 through GS-14 grade levels, depending on experience. The promotion potential for this position is GS-15 level.

GS-11 Level:

Performs a variety of legal duties such as: researching legal issues which are often factually complex and developing drafts of letters, memoranda, and legal documents for the use by a higher graded attorney.

GS-12 Level:

Performs a variety of legal duties such as researching legal issues which are often factually complex and developing drafts of letters, memoranda and legal documents for themselves or a higher graded attorney. Has some litigation experience, including clerkship experience.

GS-13 Level:

Performs a variety of legal duties such as researching legal issues which are often factually complex and developing drafts of letters, memoranda and legal documents for themselves or a higher graded attorney. Has some litigation experience, including clerkship experience.

GS-14 Level:

As the lead attorney on a particular case which may go to an administrative or judicial hearing or counsel to a major operating program, 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. At this level, the incumbent provides legal advice to high level agency officials and is responsible for effectively presenting the agency position to Department of Justice attorneys or third parties. Where the incumbent is reviewing applications for specific governmental approval or protection, they may have final approval authority, and in many cases, will review the work of lower graded attorneys and provide final approval of applications preliminarily approved by the lower graded attorney. Has extensive litigation experience.

Requirements

[? Help](#)

Conditions of Employment

- 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).
- You must be able to successfully pass a background investigation.
- Selectees will be required to submit a Financial Disclosure, OGE Form 450.
- You must complete a 2-year trial period.

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.

Minimum Requirements:

The career ladder for attorney positions in OGC is generally GS-11 to GS-14. 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. On the rare occasion, two 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.

Specialized Experience Requirements:

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 litigation experience and/or specialized knowledge related to tort law, administrative law, and/or Federal court practices. Applicants must demonstrate the ability to accurately identify and quickly analyze relevant and critical issues related to these areas. 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)**

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

Applicants must possess a Juris Doctor (J.D.) degree or equivalent from an accredited law school. Official or unofficial transcripts must be submitted with your application package.

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.

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 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.
2. 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.
3. Ability to communicate effectively orally with diverse clients and constituencies on varied and complex topics and independently present legal conclusions to adjudicatory authorities.
4. Ability to maintain effective working and reporting relationships with professional peers, support staff and management officials.
5. Ability to organize work effectively to meet established deadlines and priorities related to legal cases and matters.

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.

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

[Read more](#)

Agency contact information



Tamara Glover

Email

tglover@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](#)



Print



Share



Save

[Help](#)

Accepting applications

Open & closing dates

🕒 03/22/2023 to 04/21/2023

Salary

\$78,592 - \$183,500 per year

Pay scale & grade

GS 11 - 14

Location

FEW vacancies in the following location:

**Washington****Remote job**

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

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

[Not Required](#)

Drug test

No

Position sensitivity and risk

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

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OS-OGC-23-11897087

Control number

714559900

[Return to top](#)

✓ **Account**

[Home](#)

[Profile](#)

[Documents](#)

[Saved jobs](#)

[Saved searches](#)

✓ **Help**

[Help center](#)

[About USAJOBS](#)

[FAQs](#)

[Contact us](#)

[Get started](#)

[How to...](#)

[Working in government](#)

USAJOBS is a United States Office of Personnel Management website.

[EEO Policy Statement](#)

[Reasonable Accommodation Policy Statement](#)

[Veterans Information](#)

[Legal and Regulatory Guidance](#)

[Terms and Conditions](#)

[Budget and Performance](#)

[FOIA](#)

[Inspector General](#)

[No Fear Act Data](#)

[Privacy Policy](#)

[USA.gov](#)