

# Attorney Advisor

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel, Federal Assistance Law Division (FALD)



## Summary

The Department of Commerce, Office of the General Counsel is seeking multiple attorneys to join the Federal Assistance Law Division within the Office of the Assistant General Counsel for Transactions and Technology. The Federal Assistance Law Division (FALD) provides comprehensive legal guidance and advisory services in the establishment and implementation of financial assistance programs.

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

 03/22/2023 to 04/21/2023

### Salary

\$78,592 - \$183,500 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**

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**

[Other](#)

**Drug test**

No

**Position sensitivity and risk**

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

**Trust determination process**

[Credentialing](#)

[Suitability/Fitness](#)

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**Announcement number**

OS-OGC-PNF-11877574

**Control number**

714318600

# 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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The selected applicant(s) will provide recommendations concerning federal assistance procedures and regulations for implementing new or amended legislation, ensuring financial assistance policies, procedures, and regulations are legally compliant and administratively sound, efficient, and economical in operation. Ideal candidates will possess the ability to conduct independent factual and legal research, analyze grants and cooperative agreement issues to develop creative solutions, and be able to prepare written legal guidance and oral counseling, often on short notice, to supervisors and/or clients on complex and often novel legal issues, including:

- Review and clearance of all Notices of Funding Opportunity and grant awards;
- Review of award documents and amendments, disputes, suspension, terminations, cost disallowances, audit resolution, and audit appeals;
- Advise the non-procurement Debarring Official for financial assistance-related suspensions and debarments;
- Representation in all federal assistance matters before the Government Accountability Office and assist the Department of Justice in litigation involving claims under grants, cooperative agreements, loan guarantees and subsidies.

GS-11 Level:

Performs a variety of legal duties such as: researching legal issues which may be factually

complex; developing drafts of letters, memoranda, and legal documents for the use by a higher graded attorney; or conducting the preliminary review of applications which pose complex factual and legal questions where the applicant is seeking specific governmental protection or approval.

#### 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 administrative or judicial hearings; or conducting the preliminary review of applications which complex or factual and legal questions where the applicant is seeking specific governmental protection or approval. 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. Has subject matter knowledge in financial assistance law.

#### 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 administrative or judicial hearings; or conducting the preliminary review of applications which complex or factual and legal questions where the applicant is seeking specific governmental protection or approval. 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. Has subject matter expertise in financial assistance law. Has litigation 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 before administrative or judicial bodies. Where the incumbent is reviewing applications for specific governmental approval or protection, they will 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 in-depth subject matter expertise in financial assistance law.

#### GS-15 Level:

Serves as the lead attorney on a particular case or legal issue. Provides legal advice, representation and services to various bureaus within the Department with respect to complex and difficult questions of financial assistance law; 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. At this level, the incumbent typically deals with the top management of their agency as well as the top management and/or

attorneys of other private and public organizations; as an expert in the procedural and substantive aspects of the law the incumbent may independently decide a broad array of procedural issues for an administrative board relative to the disposition of the substantive aspects of the case, etc.; and provide technical guidance to junior attorneys and influence policies.

# Requirements

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## Conditions of Employment

### Conditions of Employment:

- You must be a U.S. citizen.
- 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 and possession of drugs.
- A trial 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.
- Selectees will be required to submit a Financial Disclosure, OGE Form 450.
- Occasional travel-- You may be expected to travel for this position.
- Drug Test Required: No
- Permanent Change of Duty Station (PCS) Expense will not be paid.

## 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-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) which demonstrates the ability to perform the work at this level. 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 post-J.D. of progressively responsible legal experience of a professional nature which demonstrates the ability to perform the work at this level. **At least two years of qualifying experience, at this level, must be specialized experience as defined below.**
- **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 financial assistance law and/or litigation experience. Applicants must demonstrate the ability to accurately identify and quickly analyze relevant and critical issues related to federal

assistance programs. 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.

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. The promotion potential for this position is GS-15 level.

## Education

Please see **Qualifications** and **Required Documents** sections 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:

- 1. Documented knowledge of Federal assistance law. Of additional value is knowledge in fiscal law, federal appropriations, and contracting in subject areas such as professional and scientific services, construction, technical equipment, and information technology.**
- 2. Experience in providing legal advisory services in the area of Federal assistance.**
- 3. Excellent legal research and writing abilities, including strong organizational and analytical skills in presenting written arguments.**
- 4. Ability to effectively communicate with high-level officials, supervisors, staff,**

**colleagues, and clients.**

**It is the responsibility of the applicant to supply sufficient information for each of the evaluation factors listed above.**

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**

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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

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### INSTRUCTIONS FOR SUBMITTING RESUMES AND SUPPORTING DOCUMENTATION

To be considered, please send all documentation specified in the "Required Documents" section to [OGCResumes@doc.gov](mailto:OGCResumes@doc.gov) by the closing date of this announcement. Paper applications and supplemental documents submitted without prior approval from the agency point of contact will not be considered.

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

[Close](#)

## Agency contact information



Kardesha Bradley

### Phone

[000-000-0000](tel:000-000-0000)

### Email

[KBradley@doc.gov](mailto:KBradley@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](#)



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