

Attorney Advisor

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel, Office of Chief Counsel for the Minority Business Development Agency



Summary

This vacancy is for an Attorney Advisor in the Office of the Secretary within the Department of Commerce (DOC), Office of the Chief Counsel for the Minority Business Development Agency (OCC-MBDA).

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: OGCResumes@doc.gov with **subject line: Attorney Advisor - OCC-MBDA- [Last Name]**

[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

 04/11/2023 to 04/10/2024

Salary

\$94,199 - \$183,500 per year

Pay scale & grade

GS 12 - 15

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

[Not Required](#)

Drug test

No

Position sensitivity and risk

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

Trust determination process

[Credentialing](#)[Suitability/Fitness](#)**Announcement number**

OS-OGC-PNF-11920387

Control number

718893200

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](#)

As an Attorney Advisor, you will, among other things, perform the following duties:

- Work on matters that can have an important impact on equity and the U.S. economy.
- Ensure that MBDA complies with applicable legal requirements imposed on its programs by statute, regulation, case law, Executive Order, OMB guidance, or controlling policy.
- Ensure the legal sufficiency of MBDA grant or cooperative agreements, including advising on legal matters regarding program design, competition and application review procedures, and post-award engagement and performance monitoring.
- Support MBDA in working with other U.S. Government agencies on coordinating federal programs and dismantling systemic barriers for MBEs.
- Coordinate with legal offices in other parts of DOC and in other U.S. Government agencies.
- Perform duties on a range of legal issues that will vary in legal and factual complexity, often of a novel nature, and with limited if any applicable precedents.
- Conduct research, develop legal strategies, and develop and present recommendations to policy officials.
- Thoroughly and thoughtfully research and develop legal options in a fast-paced environment with short deadlines.

This Job Opportunity Announcement may be used to fill other Attorney Advisor GS-0905-12/13/14/15, FPL-GS-15 positions within the Office of the Secretary in the same geographical location with the same qualifications and specialized experience.



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.
- You must complete a two-year trial period.
- 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.
- Drug Test Required: **No**
- License required: **No**
- 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

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-12:** Applicants at the GS-12 level should have **one** year of professional legal experience or additional relevant experience. This may include: relevant non-legal professional experience, a superior academic record, specific course work or an internship in relevant legal areas, or another graduate or doctoral degree.
- **GS-13:** Applicants at the GS-13 level should have at least **two** years of professional legal experience in a government agency, private sector entity, or non-profit organization.
- **GS-14:** Applicants at the GS-14 level should have at least **three** years of professional legal experience in one of the fields listed above in this section. Experience in federal financial assistance law or experience advising businesses on accessing capital or other commercial matters will be viewed most competitively. Applicants at the GS-14 level should also demonstrate the ability to work independently with lower levels of supervision.
- **GS-15:** Applicants at the GS-15 level must have at least **four** years of professional legal experience *and* a demonstrated expertise in federal financial assistance law *or* access to capital or other substantive issues facing businesses. Applicants at the GS-15 level must also have a demonstrated ability to work independently with minimum levels of supervision.

Applicants should have a demonstrated interest in federal financial assistance (grants) law; diversity, equity, inclusion, and accessibility (DEIA); contracts law; administrative law; constitutional law; entrepreneurship or business development; or mergers, acquisitions, raising venture capital, tax, or other related issues facing small businesses.

We are seeking candidates with the following additional skills:

- customer-service-oriented approach to legal problems and solutions;
- strong research, editing, and writing skills;
- effective analytical and reasoning skills with respect to identification and recommended minimization of legal risk;
- professional communication skills needed to successfully engage with peers, colleagues, supervisors, and clients;
- ability to handle and be responsible for a variety of assignments with short, time-critical deadlines; and

- interpersonal communication skills suitable for successfully working on a team on projects that require legal analysis.

Familiarity or experience in DEIA or in issues facing small businesses is a plus, as is a demonstrated interest in public service and a demonstrated ability to meaningfully contribute to OCC-MBDA's workplace culture.

Salary and level of supervision will be determined based on the applicant's level of experience and expertise, in accordance with the following guidelines. For purposes of this position, professional legal experience may consist of paid or unpaid experience post bar-admission, including Federal or State Government experience, law firm or legal practice, judicial clerkship, and/or unpaid or volunteer legal work.

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

See Qualifications Above.

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.

Applicants will be evaluated based on how well you meet the qualifications listed above.

Applicants will be rated based on their education, experience, demonstrated legal research and

writing abilities, and performance during the interview process.

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

[? Help](#)

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



Tamara Glover

Phone

[000-000-0000](#)

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](#)

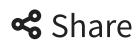
[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)



Print



Share



Save

[? Help](#)

Accepting applications

Open & closing dates

🕒 04/11/2023 to 04/10/2024

Salary

\$94,199 - \$183,500 per year

Pay scale & grade

GS 12 - 15

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

[Not Required](#)

Drug test

No

Position sensitivity and risk

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

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OS-OGC-PNF-11920387

Control number

718893200

[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](#)