

# Attorney Advisor

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the Secretary, Office of the General Counsel, Office of Legislation and Regulation

## Apply



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## Summary

The Office of the General Counsel is seeking a legislative attorney with exceptional analytical, organizational, and interpersonal skills to join 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: [AGCLandR@doc.gov](mailto:AGCLandR@doc.gov) with the subject listed as Attorney Advisor (Legislation).


[Learn more about this agency](#)

## Overview

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Accepting applications

### Open & closing dates

 04/13/2023 to 04/26/2023

### Salary

\$78,592 - \$172,075 per year

**Pay scale & grade**

GS 11 - 14

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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**

[Secret](#)

**Drug test**

No

**Position sensitivity and risk**[Noncritical-Sensitive \(NCS\)/Moderate Risk](#)**Trust determination process**[Credentialing](#)[Suitability/Fitness](#)

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**Announcement number**

OS-OGC-PNF-23-11928538

**Control number**

719427900

# 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 U.S. Department of Commerce Office of the General Counsel is seeking an attorney to join the Office of the Assistant General Counsel for Legislation and Regulation. The Office provides legal advice and assistance on legislative and regulatory matters across the Department of Commerce. The open position is located in the Legislative Division, which works with bureaus across the Department to develop and support the Department's legislative initiatives and coordinates the analysis of legislation and the development and articulation of the views of the Department on pending legislation. The Division serves as a liaison with the Office of Management and Budget, working to obtain required clearances and interagency consensus on Departmental letters, reports, testimonies, and legislative proposals for delivery to Congress.

- Work with the Department's 13 bureaus to develop and support Departmental legislative initiatives and review draft legislation, reports, views letters and testimony for presentation to Congress.
- Coordinate the development and expression of views within the Department on legislation concerning the Department.

- Serve 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.
- Coordinate with other legal offices within the Department of Commerce and other U.S. Government agencies on legislative matters.
- Provide legal advice on, and develop substantive expertise in, legislative matters in assigned subject areas within the jurisdiction of the Department of Commerce (such as environmental and natural resources laws, climate change, fisheries, economic development, export controls, patents and trademarks, standards and technology, or international trade and commerce).
- Present legal analysis and recommendations to Department and bureau officials.
- Perform the above duties on a variety of legal issues which will vary in legal and factual complexity, often of a novel nature and with limited if any applicable precedents, and which often must be addressed within short deadlines.
- Carry out the above duties with varying degrees of preliminary instruction and review, depending on the grade level at which hired and the nature of the assignment, often independently conducting the research, planning the approach, and developing the recommendation.
- Perform other duties as assigned.

**This Job Opportunity Announcement may be used to fill other Attorney Advisor GS-0905-11/12/13/14 FPL-15 positions within the Office of the Secretary in the same geographical location with the same qualifications and specialized experience.**

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## Requirements

### 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](http://www.sss.gov)).
- Pass a background investigation to obtain and maintain a **SECRET** clearance.
- 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-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.

**GS-12:** Typically requires GS-11 qualifications plus one-year legal experience.

**GS-13:** Typically requires a minimum of two years of legal experience.

**GS-14:** Typically requires a minimum of three years of relevant legal experience.

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 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. For applicants who graduated from law school three or fewer years ago, 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.

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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 and/or at least one of the other substantive areas of law within the jurisdiction of the Department of Commerce (such as marine, coastal, and fisheries responsibilities; environmental and natural resources law; economic development, export controls, patents and trademarks, standards and technology, or international trade and commerce).
2. Ability to communicate effectively in writing with diverse clients and constituencies on varied and complex topics and to do so 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.
4. Ability to assimilate and understand complex information quickly and to pay attention to details.

5. Ability to maintain effective working and reporting relationships with professional peers, support staff and management officials.
6. Ability to organize work effectively to meet established deadlines and priorities.

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** For applicants who graduated from law school three or fewer years ago, please provide a law school transcript (Unofficial copy is sufficient, but official copy must be submitted before appointment). All applicants will be required to provide an official transcript before receiving an offer

- **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.

Those selected for an interview may also be asked to provide a writing sample.

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

### **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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[Read more](#)

### **Agency contact information**



Tamara Glover

#### **Email**

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

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