





# **Attorney Advisor**

DEPARTMENT OF COMMERCE
Office of the Secretary







# **Summary**

The U.S. Department of Commerce (DOC), Office of the General Counsel is seeking one or more full-time Senior Transaction Counsels for the Office of the Chief Counsel for Semiconductor Incentives. The Office of the Chief Counsel for Semiconductor Incentives provides advice and assistance to the CHIPS Program Office (CPO) within DOC.

The position will report to the Chief Counsel for Semiconductor Incentives. This position is located in the DOC's headquarters in Washington, D.C.

## Learn more about this agency

## **Overview**



**Accepting applications** 

## Open & closing dates

① 06/12/2023 to 09/04/2023

## **Salary**

\$132,368 - \$183,500 per year

## Pay scale & grade

GS 14 - 15

### ? Help

#### Location

FEW vacancies in the following location:

## Washington, DC

## 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**

**Top Secret** 

## **Drug test**

Yes

## **Position sensitivity and risk**

Critical-Sensitive (CS)/High Risk

## **Trust determination process**

**Credentialing** 

**National security** 

#### **Announcement number**

OS-OGC-23-PNF-12002666

#### **Control number**

730943100

# This job is open to





## **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**



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

- The Senior Transaction Counsel is a core member of the team providing legal advice to the CPO on all semiconductor manufacturing financing transactional matters. CPO financings may take the form of grants, loans, loan guarantees, other transactions, or a mixture thereof. These transactions will include complex project finance and corporate finance transactions.
  - Counterparties may range from multinational corporations to small- and medium- sized enterprises. Transactions will often involve very large dollar values and complex negotiation and documentation. The Senior Transaction Counsel will be responsible for:
- working with other members of CPO staff to evaluate proposed transactions and other matters of programmatic significance, including sources of legal and commercial risk, and advising members of CPO staff, management, and senior leadership on such matters;
- conducting (or supervising) due diligence in connection with the origination of complex debt financings;
- origination stage drafting and negotiation (or supervising the drafting and negotiation) of all finance and security documents (including, without limitation; grant agreements, credit agreements, common terms agreements, intercreditor agreements; and liens, collateral security agreements, share and asset pledges, and other security arrangements);
- portfolio management of closed transactions, including disbursements, waivers and amendments, restructurings, enforcement of rights, and/or dispute resolution;

- management of external counsel teams with respect to active transactions and portfolio management matters; and
- periodic assignments to special projects relating to issues of programmatic significance.

The duties of this position are suitable for some telework with supervisor approval. Full-time remote work may be available subject to DOC approval.

# 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.
- Drug Test Required: Yes
- 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-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**

See Qualifications Above.

## **Additional information**

#### **Read more**

#### **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:

- ability to independently handle complex corporate and commercial transactions in corporate or project finance;
- familiarity with early state project development/sponsor side work and project documents;
- demonstrated ability to assume multiple roles and tasks to meet changing business needs
  with an ability to foresee, troubleshoot, escalate, and effectively resolve conflicting issues
  and challenges;
- demonstrated ability to assess risk in a practical and responsible manner and make wellreasoned decisions, as well as to think creatively within such decisions;
- demonstrated ability to build and maintain effective working relations with clients and colleagues and to work effectively in teams;
- ability to work in a fast-paced environment with quick turnaround expectations;
- professional integrity and sound judgement in handling confidential information;
- excellent communication skills and the capacity to present both written and oral ideas clearly, concisely, and persuasively at senior levels; and
- superior legal research and writing skills.

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









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