

# General Attorney

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel



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## Summary

The Office of the General Counsel is seeking one or more attorneys for its Information Law Division, which is responsible for all legal matters pertaining to the Freedom of Information Act (FOIA); Privacy Act; Federal Advisory Committee Act; records management; Trade Secrets Act; and the Paperwork Reduction Act.

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

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Accepting applications

### Open & closing dates

 02/08/2023 to 03/10/2023

### 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](#)

**Announcement number**

OS-OGC-PNF-2023-11837352

**Control number**

705385800

# 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 attorney(s) will be responsible for providing legal advice to Department management and employees on various aspects of the Department's FOIA process, including processing the Department's FOIA appeals for final agency decision by the Assistant General Counsel for Employment, Litigation, and Information (excluding the USPTO and Office of Inspector General). The attorney(s) will also support the Department's Privacy program by providing guidance on System of Records Notices (SORNs) and Privacy Act regulations, including revisions to these documents. Other responsibilities may include reviewing and editing non-disclosure agreements, opining on the impact of the Paperwork Reduction Act, advising on applicability of the Trade Secrets Act, or counseling clients on compliance with the Department's records management requirements. Info Law is also looking for candidates with a demonstrated experience in cybersecurity law, including the Federal Information Security Modernization Act and the E-Government Act. Upon request, the attorney may also present training sessions to high-level officials or groups of employees on Info Law subject areas.

The attorney(s) will be hired at the GS-11 through GS-15 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 subject matter knowledge in areas of information law.

**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 subject matter expertise in areas of information law.

**GS-14 Level:**

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. Has in-depth subject matter expertise in areas of information law and has extensive experience in this area.

**GS-15 Level:**

Serves as Senior Counsel in the Information Law Division, as the lead attorney on a particular case or legal issue characterized by one or more of the following: 1) extremely complex difficult legal or factual issues requiring a high order or legal endeavor with the incumbent often having to balance conflicting interests; 2) matters that can have the effect of substantially broadening or restricting the activities of an agency or have an important impact on major industry whose economic position affects the health and stability of the general economy; 3) the matter involves, directly or indirectly, or counsel to a major operating program posing complex legal questions. Provides legal advice, representation, and services to various bureaus within the Department with respect to complex and difficult questions of 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; and provide technical guidance to junior attorneys and influence policies.

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

## Requirements

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## 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 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.
- 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: Bar Certification
- 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

Qualification requirements in this vacancy announcement is based on the Department of Commerce Attorneys and Law Clerks standards for Hiring and Advancement guidelines. The Office of Personnel Management (OPM) has no Group Coverage Qualification Standard for this series.

### **Basic Requirements for All Grade Levels:**

**1. EDUCATION REQUIREMENT:** Must be a law school graduate with a Juris Doctorate (J.D.) degree from a law school accredited by the American Bar Association and;

**2. ACTIVE BAR MEMBERSHIP** in good standing in one of the 50 United States, Washington D.C., Puerto Rico or the U.S. 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). 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.

**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 FOIA, the Privacy Act, Trade Secrets Act, records management, Paperwork Reduction Act, cybersecurity, and other open government laws. Applicants must demonstrate the ability to accurately identify and quickly analyze relevant and critical issues related to Information Law's 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

Please see **Qualifications** and **Required Documents** section 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.

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.

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## **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.
- **Writing Sample.** A writing sample will be requested of applicants who are selected for interviews. Do not include a writing sample at this time.

**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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[Read more](#)

## Agency contact information

 Tamara Glover

### Phone

[000-000-0000](#)

### 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

Once your application is received we will conduct an evaluation of your qualifications and determine your eligibility. You will **only** be contacted if you are found eligible **and** if you are selected for an interview. *Applicants selected for interviews may be requested to provide a legal*

[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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