

# Attorney Advisor - (Public Notice Flyer)

DEPARTMENT OF COMMERCE

Office of the Secretary

## COVID-19 Vaccination Requirement

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.



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## Summary

The Department of Commerce's Office of the General Counsel, Office of Chief Counsel for Technology Security, is seeking an Attorney-Advisor to provide legal counsel to the Department in support of its mission to advance U.S. national security, foreign policy, and economic objectives by securing the Information and Communications Technology and Services (ICTS) supply chain.

[Learn more about this agency](#)

## Overview

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Accepting applications

### Open & closing dates

 06/14/2022 to 07/11/2022

### Salary

\$106,823 - \$176,300 per year

**Pay scale & grade**

GS 13 - 15

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**Location**

 **Washington, DC**

Few vacancies

**Telework eligible**

Yes—as determined by the agency policy.

**Travel Required**

Occasional travel - Occasional travel nationally and internationally may be required.

**Relocation expenses reimbursed**

No

**Appointment type**

Permanent

**Work schedule**

Full-time

**Service**

Excepted

**Promotion potential**

15 - Grade 15 - You may be non-competitively promoted if you perform successfully and if recommended by management. Promotion to GS15 is neither guaranteed nor implied.

**Job family (Series)**

[0905 Attorney](#)

**Supervisory status**

No

**Security clearance**

[Other](#)

**Drug test**

Yes

**Position sensitivity and risk**

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

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

OS/OGC-2022-0010

**Control number**

659912100

# 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-Advisor will provide legal advice regarding, and perform functions related to, ongoing and anticipated ICTS transaction reviews as well as related regulatory matters. This includes formulating an investigative strategy, drafting legal memoranda and legal recommendations, drafting administrative subpoenas, reviewing subpoena responses and responsive documents, interacting with outside counsel, assessing evidence, advising and preparing risk assessments, developing measures to resolve any risks, including through mitigation agreements, and making recommendations to the Secretary concerning initial and final determinations.

The Attorney-Advisor will also perform rulemaking and other legal duties related to ICTS work, as assigned. Additional duties include: providing technical legal advice, particularly in connection with the Department's ICTS authorities; drafting and reviewing statutes, regulations, and Executive Orders that include Department equities as they pertain to ICTS; reviewing compliance with statutory, regulatory, and executive order requirements, and coordinating with other Departmental and interagency offices, as necessary; counseling and bringing to the attention of office and Department leadership matters within the purview of the office; and briefing Department leadership on these matters. In addition, the Attorney-Advisor will be required to carry out duties with minimal preliminary instruction and review, often requiring

independent legal research, approach planning, and the development of legal recommendations related to the Department's ICTS responsibilities.

# Requirements



## 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)).
- Must complete a 2-year trial period.
- If selected, you will be required to complete OGE Form 450, Confidential Financial Disclosure.

**Security Clearance:** If selected, you will undergo a Top Secret-SCI clearance background investigation, and that clearance level must be maintained. You will also be subject to drug testing.

## 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:

**For GS-13:** Applicants applying at the GS-13 grade level must have two years of legal experience or relevant experience and extensive knowledge of information and communications technology and services sectors.

**For GS-14:** Applicants applying at the GS-14 grade level requires at least three years of legal experience or extensive knowledge and experience in information and communications technology and services sectors.

**For GS-15:** Applicants applying at the GS-15 grade level requires at least four years of legal experience and extensive knowledge and experience in the information and communications

technology and services sectors.

Note: The General Counsel or designee retains the discretion to waive minimum qualifications as described above.

The ideal candidate would have:

- Experience in national security law and/or policy;
- Experience in the ICTS sectors;
- Current or prior Federal employment at CFIUS, DHS, DOD, Treasury, the FASC, or another Federal government agency working on information and communications technology issues;
- Experience promulgating rules in accordance with the Administrative Procedure Act;
- Experience advising on and drafting proposed rules, legislation, responses to Congressional inquiries, and national security-related matters affecting the ICTS supply chain;
- Experience investigating matters, whether in the criminal or civil context;
- Experience litigating matters before a Federal or state court;
- Experience coordinating with other Department and U.S. Government agencies' legal offices;
- Demonstrated ability to analyze complex and novel legal issues and developing strategies to deal with those issues, often within short deadlines; and
- Strong writing and organizational skills.

*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.

**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.**

## Education

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

Department Attorney-Advisor positions are in the Excepted Service. As such, these positions are not covered by the usual civil service hiring procedure. Additionally, this position does not confer non-competitive conversion to the competitive services. Acceptance of an excepted service appointment from applicants in the competitive service will require a written statement of understanding.

### 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 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 complex legal issues. The issues researched are almost always factually complex and are in areas of law which are in continual state of growth and evolution, thus requiring atypical and innovative research;
2. Knowledge of and experience in litigation techniques and strategies, as well as of conducting investigations or drafting and reviewing Federal regulations;
3. Ability to effectively communicate with diverse clients and constituencies on varied and complex topics;
4. Ability to write clearly, concisely, and persuasively, with particular emphasis on the ability to analyze and explain complex legal issues;
5. Ability to communicate effectively orally with diverse clients and constituencies on varied and complex topics;

6. Ability to maintain effective working and reporting relationships with interagency peers, subject-matter experts, support staff, and management officials;
7. Ability to organize work effective 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.

You may [preview questions](#) for this vacancy.

## 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**

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[Read more](#)

### **Agency contact information**

 Jowan Williams

**Phone**

[202-482-3850](tel:202-482-3850)

**Fax**

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**Email**[JWilliams1@doc.gov](mailto:JWilliams1@doc.gov)**Address**

OFFICE OF THE SECRETARY  
1401 Constitution Ave NW  
Rm 50030  
Attn: Enterprise Services - Talent Acquisition  
Washington, District of Columbia 20230  
United States

[Learn more about this agency.](#)**Next steps**[Read more](#)

## Fair & Transparent

The Federal hiring process is setup 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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