





Attorney Advisor - (Public Notice Flyer)

DEPARTMENT OF COMMERCE
Office of the Secretary

1 This is a job preview and not a real job.

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.







Summary

The Office of the General Counsel for the Department of Commerce is seeking several attorneys for its Federal Assistance Law Division (FALD). FALD attorneys provide comprehensive legal guidance and advisory services to the Department's grants officers and bureau program officials to support the establishment and implementation of the Department's financial assistance programs.

After the closing date, applicants can still submit resumes to: FALD@doc.gov with the subject as Attorney-Advisor.

Learn more about this agency

Overview



Open & closing dates

① 08/03/2022 to 08/17/2022

Salary

\$106,823 - \$164,102 per year

Pay scale & grade

GS 13 - 14



Location

2 vacancies in the following location:

Washington, DC

2 vacancies

Remote job

No

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 - 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

No

Position sensitivity and risk

Moderate Risk (MR)

Trust determination process

Credentialing

Suitability/Fitness

Announcement number

OS/OGC-2022-0013

Control number

669444600

This job is open to





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



The incumbent will provide legal services as required to assist grants officers and program officials on all aspects of the development and implementation of financial assistance programs, including administrative, funding, and environmental compliance matters. The incumbent provide a creative, independent ability to analyze grants and cooperative agreement issues, and be able to prepare written legal guidance and oral counseling, often on short notice, to grants officers and program officials on complex and often novel legal issues.

In addition to providing counsel for Department's financial assistance officials, the incumbent must provide creative, timely and effective legal guidance on a variety of assistance issues related to federal assistance policy procedures, such as interpretation and implementation of OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The selected applicant will provide recommendations concerning federal assistance procedures and regulations for implementing new or amended legislation. The incumbent will also ensure that financial assistance policies, procedures, and regulations are in compliance with federal regulation and law and administratively sound, efficient, and economical in operation.

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).
 - 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 **Non-critical Sensitive, Moderate Risk** clearance background investigation, and that clearance level must be maintained.

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 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.

For GS-14: Applicants applying at the GS-14 grade level requires at least three years of 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.

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

The ideal candidate would have:

 Working familiarity with federal assistance law, policy and procedures or experience with administrative legal areas, such as appropriations law or the administrative Procedures Act, that are frequently encountered in the context of implementing federal assistance programs. Applicants must demonstrate the ability to accurately identify and quickly analyze relevant and critical issues. 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.

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 research are almost always factually complex and are in areas of 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.
- 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.

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 <u>preview questions</u> 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



Read more

Agency contact information



Jowan Williams

Phone

202-482-3850

Fax

000-000-0000

Email

JWilliams1@doc.gov

Address

OFFICE OF THE SECRETARY 1401 Constitution Ave NW Office of the General Counsel, Mail Stop 5875 Washington, District of Columbia 20230 **United States**

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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Trust determination process

Credentialing

Suitability/Fitness

Announcement number

OS/OGC-2022-0013

Control number

669444600

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Saved searches

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