

Position Title: Attorney Advisor (GS-12-15; Excepted Service, Full Time - Permanent)
Salary Range: \$94,199 - \$183,500 per year

United States Department of Commerce
Office of the Secretary
Office of the General Counsel
Office of the Chief Counsel for the Minority Business Development Agency (OCC-MBDA)

Location: Washington, DC

Application Period: Applications will be reviewed on a rolling basis. Applications are due on or before April 1, 2023.

Summary

The U.S. Department of Commerce (DOC), Office of the Chief Counsel for the Minority Business Development Agency (OCC-MBDA) is seeking full-time attorneys to join its dynamic and growing team. OCC-MBDA provides legal and policy guidance that enables the Minority Development Agency (MBDA) to carry out its mission of advancing the growth and global competitiveness of minority business enterprises (MBEs).

Specifically, OCC-MBDA attorneys provide legal support to MBDA on a wide variety of issues related to federal assistance law, and substantive issues related to MBDA's mission to break down barriers for entrepreneurs and business owners, including access to capital, business development, intellectual property, and global competitiveness. A core part of how MBDA effectuates its mission is through federal financial assistance, specifically cooperative agreements that provide funding to organizations to provide technical assistance to businesses. As such, OCC-MBDA attorneys advise MBDA leadership on all stages of the grant-making process, from program design through competition and application review to post-award performance management.

MBDA is in an exciting period of growth and transformation after receiving statutory authority via the Minority Business Development Act of 2021 and swearing in its first Under Secretary. MBDA will continuously improve its existing programs – including its flagship national Business Center program and its new Capital Readiness Program– and will continue to design new and innovative initiatives, including those that focus on access to capital and other critical issues facing MBEs and underserved entrepreneurs.

OCC-MBDA is strongly committed to its mission, public service, diversity, inclusion, and collegiality. The office prides itself on its creativity, dedication, and track record of high-quality legal service and counsel.

Responsibilities

As an Attorney-Advisor in OCC-MBDA, you will, among other things:

- Work on matters that can have an important impact on equity and the U.S. economy.

- Ensure that MBDA complies with applicable legal requirements imposed on its programs by statute, regulation, case law, Executive Order, OMB guidance, or controlling policy.
 - Ensure the legal sufficiency of MBDA grant or cooperative agreements, including advising on legal matters regarding program design, competition and application review procedures, and post-award engagement and performance monitoring.
 - Support MBDA in working with other U.S. Government agencies on coordinating federal programs and dismantling systemic barriers for MBEs.
 - Coordinate with legal offices in other parts of DOC and in other U.S. Government agencies.
 - Perform duties on a range of legal issues that will vary in legal and factual complexity, often of a novel nature, and with limited if any applicable precedents.
 - Conduct research, develop legal strategies, and develop and present recommendations to policy officials.
 - Thoroughly and thoughtfully research and develop legal options in a fast-paced environment with short deadlines.
- **REQUIREMENTS**

Conditions of Employment

- You must be a U.S. citizen.
- You must be registered for Selective Service, if applicable.
- You must be suitable for Federal employment. You will be required to complete a background investigation and fingerprint check.
- You will be required to submit a Confidential Financial Disclosure on an annual basis (For more information, please see: <https://www.oge.gov/Web/oge.nsf/Resources/OGE+Form+450>).
- Applicants may be required to undergo drug testing prior to selection (For more information, please see: <https://www.commerce.gov/hr/employees/drug-free-workplace>).
- A two-year trial period is required.

This position's duty station is in Washington, D.C. Under applicable DOC policies, this position is eligible for up to two days per week (four days per pay period) of routine telework, as well as for situational, unscheduled, and continuity of operations (COOP)/emergency purposes telework as appropriate.

QUALIFICATIONS

To be considered for this position, applicants must have a demonstrated interest in federal financial assistance law, equity, contracts law, administrative law, entrepreneurship or business development, or mergers, acquisitions, venture capital, or other related matters.

We are seeking candidates with the following additional qualifications: customer-service-oriented approach to legal problems and solutions; strong research, editing, and writing skills; effective analytical and reasoning skills with respect to identification and recommended minimization of legal risk; professional communication skills needed to successfully engage with

peers, colleagues, supervisors, and clients; ability to handle and be responsible for a variety of assignments with short, time-critical deadlines; and interpersonal communication skills suitable for successfully working on a team on projects that require legal analysis. Familiarity or experience with Government work or issues facing small businesses is a plus, as is a demonstrated interest in public service, and a demonstrated ability to meaningfully contribute to OCC-MBDA's workplace culture.

Applicants will be evaluated based on how well they meet these qualifications. Salary and level of supervision will be determined based on the applicant's level of experience and expertise, in accordance with the following guidelines. For purposes of this position, professional legal experience may consist of paid or unpaid experience post bar-admission, including Federal or State Government experience, law firm or legal practice, judicial clerkship, and/or unpaid or volunteer legal work.

- **GS-12:** Applicants at the GS-12 level should have **one** year of professional legal experience or additional relevant experience. This may include: relevant non-legal professional experience, a superior academic record, specific course work or an internship in relevant legal areas, or another graduate or doctoral degree.
- **GS-13:** Applicants at the GS-13 level should have at least **two** years of professional legal experience in a government agency, private sector entity, or non-profit organization.
- **GS-14:** Applicants at the GS-14 level should have at least **three** years of professional legal experience in one of the fields listed above. Experience in federal financial assistance law or experience advising companies on accessing capital or other commercial matters will be viewed most competitively. Applicants at the GS-14 level should also demonstrate the ability to work independently with lower levels of supervision.
- **GS-15:** Applicants at the GS-15 level must have at least **five** years of professional legal experience and a demonstrated expertise in federal financial assistance law *or* advising companies on accessing capital or other commercial matters. Applicants at the GS-15 level must also have a demonstrated ability to work independently with minimum levels of supervision.

Education and Active Bar Membership

Applicants must possess a Juris Doctor (J.D.) degree or Master of Laws (L.L.M.) degree from an ABA-accredited law school. Official or unofficial transcripts must be submitted with your application package. In addition, applicants must have an active bar membership in one of the 50 states, Washington, DC, Puerto Rico, or the U.S. Virgin Islands.

REQUIRED DOCUMENTS

A complete application consists of the following:

- Cover letter.
- Resumé detailing relevant experience, skills, education, and qualifications.
- Copy of law school transcript (unofficial copy is sufficient, but official copy must be submitted before appointment).
- Writing Sample. Seven pages or less, preferably in memorandum format.

- Certificate of bar membership and proof of good standing. You must be an active member of the Bar in one or more states, the District of Columbia, a U.S. territory, or the Commonwealth of Puerto Rico. (Prior to receiving a formal offer, you will be asked to provide a certificate of bar membership and proof of good standing.)

For current and former Federal employees: For prior work in Federal service, please include the grade level for the position(s) on your resumé. You must submit a copy of your most recent SF-50, Notification of Personnel Action, which shows competitive or excepted service appointment and salary.

HOW TO APPLY

Please submit your application for this position on or before April 1, 2023. Applications will be considered on a rolling basis until the positions are filled. Applications received after the deadline will be considered for the immediate position if it remains unfilled and for future vacancies.

Please submit applications to ssoderstrom@doc.gov and include “Application: OCC-MBDA” in the subject field.

Occasional domestic or international travel may be required.

Relocation expenses will not be reimbursed.

These positions have promotion potential to GS-15.

The Department of Commerce is an Equal Opportunity Employer. All applicants will be considered without regard to political or religious affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental handicap, age, or any other non-merit factor.

OCC-MBDA considers veterans’ preference as a positive factor. Applicants who have veterans’ preference are encouraged to include their information in their cover letters or resumes and attach supporting documentation to substantiate their preference.

For more information about the Office of Chief Counsel for MBDA or about this position, please e-mail ssoderstrom@doc.gov.