

Attorney Advisor (Regulation)
Department of Commerce
Office of the Assistant General Counsel for Legislation and Regulation

The Office of the General Counsel for the Department of Commerce is seeking one or more attorneys to join the Office of the Assistant General Counsel for Legislation and Regulation. The Office of the Assistant General Counsel for Legislation and Regulation provides legal assistance in support of legislative and regulatory matters across the Department of Commerce.

The open position is located in the Regulatory Division (the Division), which works with Department of Commerce bureaus on administrative law requirements and procedures involved in the rulemaking process, including providing legal counsel on related laws and Executive Orders. It also serves as the Department's liaison with the Office of Management and Budget and other Federal agencies for inter-agency reviews of regulations with multiple Federal agency stakeholders. The Division is responsible for providing Secretarial-level clearance for all Department regulations which encompass wide-ranging issues relating to climate change, fishery sustainability, national security, sanctions, international trade, and others. In addition, the Office advises the Secretary and General Counsel and other senior Department officials on regulatory matters, develops the Department's regulatory policies and procedures, and provides assistance in developing the Department's official legal and policy position on regulations of other agencies affecting the Department.

Excellent writing and analytic skills, the ability to work effectively with others inside and outside the organization, and sound judgement are all essential to the job; a premium will be placed as well on attention to detail and the ability to assimilate and simplify large amounts of material quickly. The attorney must be able to handle and will be responsible for a variety of assignments with short, time-critical deadlines. The attorney must demonstrate excellent interpersonal skills suitable for successfully working on a team with Division attorneys, other attorneys in the Office of the General Counsel, and personnel from across the Executive Branch. Experience with regulations or administrative law is desirable but not required.

The attorney will be hired at the GS-11 – GS-14 level (\$78,592 to \$172,075), depending on experience, with promotion potential to GS-15.

To be considered, please submit a resume, as well as a cover letter that addresses demonstrated interests and qualifications for the position, to AGCLandR@doc.gov.

Applicants must be U.S. citizens who have graduated from an ABA-accredited law school and are currently admitted to practice law in any state, the District of Columbia, or the Commonwealth of Puerto Rico. Proof of active bar membership will be required before a formal offer can be extended. Legal writing samples may be required from those selected for interviews.