Seeking a full-time attorney to join the Office of the Chief Counsel for International Commerce (OCCIC). Attorney-Advisor position is in the Office of the Secretary, Office of the General Counsel, which provides legal support to the International Trade Administration on international trade and investment issues. The attorney will review ITA programs, agreements, and documents for legal accuracy. The attorney will analyze the legal risks and develop recommendations to minimize risks.
Remote job
No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
25% or less - 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
Secret

Drug test
No

Position sensitivity and risk
Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process
Credentialing
Suitability/Fitness
This job is open to
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
As Attorney Advisor (Public Notice Flyer), you will perform the following duties:

- Review documents prepared by ITA for legal issues.
- Advise on matters relating to export and investment promotion programs and activities.
- Support ITA in working with other U.S. Government agencies on trade and investment policy, trade negotiations, monitoring compliance by foreign trading partners, and compliance and enforcement actions.
- Analyze U.S. law; U.S. trade and investment agreements; and foreign trade agreements, laws, regulations, and policies.
- Coordinate with other Department and U.S. Government agencies legal offices.
- Perform other duties as assigned.
- Perform duties on a variety of legal issues which will vary in legal and factual complexity, often of a novel nature and with limited if any applicable precedents.
- Carry out duties with varying degrees of preliminary instruction and review, depending on the nature of the assignment, often independently conducting the research, planning the approach, and developing the recommendation or representing the Office at a meeting.

Requirements

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 or possession of drugs.
• Pass a background investigation to obtain and maintain a Secret clearance.
• A probationary 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: Yes (Bar Exam)
• 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 the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/

Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.
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.

Basic requirements:

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:

**Specialized Experience Requirements:** 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 GS-12: Applicant must demonstrate experience: interpreting and advising of U.S. and international law, preferably as these impact U.S. international trade and investment (demonstrated interest in these areas of law by taking relevant courses in law school is sufficient for new attorneys); handling and being responsible for a variety of assignments with short, time-critical deadlines; reflecting excellent interpersonal skills suitable for successfully working on a team on projects that require legal analysis; and analyzing legal risks and development of recommendations to minimize these risks.

**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**

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.
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. Demonstrated knowledge and/or relevant experience with international trade and investment agreements and relevant federal laws, regulations, policies, and procedures in research, analysis, and effectively advising regarding complex areas of federal law such as: negotiation and implementation of international trade and investment agreements; compliance with international trade and investment agreements, international trade and investment law; ITA trade and investment programs; and U.S. laws relating to international trade and investment.

2. Knowledge relevant to work as counsel for a government agency, including knowledge relating to administrative law.

3. Demonstrated ability to perform moderately complex legal research and analysis on domestic and international legal issues, including analyzing problems, documents and proposed courses of action; identify client objectives and legal issues involved; research and interpret pertinent laws, regulations, and procedures, and formulate well-researched and well-reasoned advice that is responsive to client needs.

4. Ability to write clearly and persuasively, including the ability to present complex information in a concise, accurate and easy-to-understand manner to a variety of audiences.

5. Ability to communicate orally in a clear and persuasive manner, including the ability to present complex information in a concise, accurate and easy-to-understand manner to a variety of audiences.

6. Ability to operate and thrive in an environment that frequently presents short deadlines and
requires handling multiple matters simultaneously.

Candidates should have superior organizational skills and be detail oriented.

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.

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).

- Writing sample. Seven pages or less, preferably on an international trade or investment law or administrative law topic.

- **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

INSTRUCTIONS FOR SUBMITTING RESUMES AND SUPPORTING DOCUMENTATION

Submit required documents email to occic@doc.gov, with the subject line OS-OGC-24-12206189 for Attorney-Advisor, and including at least the following information in the email's body:

[PERSON'S NAME]

[PERSONS' ADDRESS]

[PERSON'S PHONE NUMBER]

[PERSON'S EMAIL ADDRESS]

Agency contact information

Conchita Lawrence

Phone
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.

Applying to this announcement certifies that you give permission for OGC to share your application with others in OGC for similar positions.

By submitting your application, you are certifying the accuracy of the information contained in your application. If you make a false statement in any part of your application, you may not be hired; you may be terminated after you begin work; or, you may be fined or jailed.

After making a tentative job offer, we will conduct a suitability/security background investigation.

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, veterans' preference, disability, etc.).

**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](#)
Accepting applications

Open & closing dates
📅 11/16/2023 to 12/16/2023

Salary
$94,199 - $122,459 per year

Pay scale & grade
GS 12

Location
1 vacancy in the following location:

Washington, DC
1 vacancy

Remote job
No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
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Relocation expenses reimbursed
No

Appointment type
Permanent -

Work schedule
Full-time -

**Service**
Excepted

**Promotion potential**
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**Job family (Series)**
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Suitability/Fitness
National security

**Announcement number**
OS-OGC-24-12206189

**Control number**
761268000