

**ATTORNEY ADVISOR  
U.S. DEPARTMENT OF COMMERCE  
OFFICE OF THE GENERAL COUNSEL  
ETHICS LAW AND PROGRAMS OFFICE**

**Job Title:** Attorney-Advisor

**Agency:** U.S. Department of Commerce

**Office:** Office of the Secretary, Office of the General Counsel, Ethics Law and Programs Office

## **Summary**

The Ethics Law and Program Office is currently seeking an energetic, innovative, and results-oriented individual who will enjoy working in a dynamic and mission-driven organization. This position is for an entry level Attorney Advisor (GS-11) who will provide professional legal services to Department of Commerce personnel regarding government ethics rules and partisan political activities.

This is a Public Notice. Please read this Public Notice in its entirety prior to submitting your application for consideration.

## **About the Organization/Marketing Statement**

The Ethics Law and Program Office provides legal advice and services primarily focused on matters relating to federal criminal conflict of interest statutes, federal standards of ethical conduct regulations, financial disclosure requirements, procurement integrity provisions, lobbying rules, and political activity restrictions. The office also administers the Department's government ethics program, including education/training and financial disclosure, as well as Presidential nomination work.

The Office of the Secretary, Office of the General Counsel offers Student Loan Repayment through the Student Loan Repayment Program in accordance with 5 U.S.C. 5379 to attract or retain highly qualified employees. The approval is determined by the supervisor and funding must be available to support the request. There is not any guarantee of this incentive to any requesting employee. For more information, please visit <https://www.opm.gov/policy-data-oversight/pay-leave/student-loan-repayment/#:~:text=The%20Federal%20student%20loan%20repayment%20program%20permits%20agencies,programs%20to%20attract%20or%20retain%20highly%20qualified%20employees>

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## **Overview**

Open & closing dates:	<b>Open until September 30, 2022</b>
Who May Apply:	This announcement is open to all qualified U.S. citizens
Salary Range:	\$74,950 - \$97,430 per year
Series & Grade:	GS-0905-11
Location:	Washington, DC
Telework Eligible:	Yes - as determined by agency policy
Travel Required:	Occasional
Relocation Expenses:	No
Appointment Type:	Excepted Service, Full Time – Permanent
Work Schedule:	Full time
Promotion Potential:	GS-15
Supervisory Status:	No
Security Clearance:	Not required
Drug Test:	No
Position Sensitivity/Risk:	Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination:	Credentialing Suitability/Fitness

## **Duties**

The selectee will perform a variety of legal duties such as researching relatively clear legal issues, conducting legal analysis, developing drafts of letters, memoranda, and legal documents for review and use by attorneys or conducting the preliminary review of applications for specific governmental protection or approval. Incumbent is expected to be able to independently present legal conclusions to supervising attorneys, bureau clients, and other interested groups. Provides ethics advice and assistance and reviews financial disclosure reports.

Successful candidates will possess an understanding of ethics law and program requirements, including knowledge of financial instruments and ethics law, and financial disclosure reviews. It is preferrable for the candidates to have demonstrated strong interest in the subject matter and knowledge of the legal framework for DOC and its Bureaus' programs as well as have experience with developing and conducting training presentations. Candidates must have excellent legal writing and research ability; outstanding oral, analytical, and interpersonal skills, and be adept at working directly with clients and staff members; candidates must demonstrate a commitment to professionalism and public service.

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## **Requirements**

### **Conditions of Employment**

- Must be a U.S. citizen.
- Juris Doctor (J.D.) degree from an ABA-accredited law school.
- Provide proof of an active bar membership in good standing of the bar of a state, a territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico. On-line information is allowed as long as it shows that applicant is in “active” status.
- Successfully pass a background investigation.
- May required to submit a Confidential Financial Disclosure Report, OGE Form 450.
- Complete a 2-year trial/probationary period
- Registered for Selective Service, if applicable ([www.sss.gov](http://www.sss.gov))

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to E.O. 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

### **Qualifications**

To qualify for this position, applicants must have acquired the amounts of skills and experience indicated below for each grade level.

- **For the GS-11 level**, at least one (1) year post-J.D. of progressively responsible legal experience of a professional nature which demonstrates the ability to perform the work at this level.

Note: An LL.M may be substituted for a maximum of one year experience.

### **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

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duties of the position to be filled. For this position specialized experience includes a working familiarity with ethics laws, regulations, policy and procedures or experience with legal areas that are frequently encountered in the context of implementing ethics 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.

## **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 the 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 maintain effective working and reporting relationships with professional peers, support staff and management officials.
4. Ability to organize work effectively to meet established deadlines and priorities.

Please be advised that DOC 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.

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## **Required Documents**

A complete application consists of the following:

- **Cover letter** explaining your interest in the position.
- **Resume showing relevant experience.** For qualification determinations, your resume must include date ranges of employment. If your resume does not contain this information, your application may be marked as insufficient, and you will not receive consideration for this position. If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade, e.g., GS-0905-11. Do **NOT** include personal information such as age, race, gender, religion, social security number, etc., on your resume.
- **Relevant legal writing sample (not to exceed 10 pages).**
- **Law school transcript** reflecting conferred J.D. (unofficial is sufficient for application purposes). Applicants who are claiming an LL.M. must submit a copy of their LL.M. transcript for verification.
- **Proof of active bar membership** in good standing of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico. On-line information is allowed as long as it shows that you are in “active” status.

**Failure to provide required documents, if selected, may result in lost consideration.**

## **Benefits**

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits at: <https://www.usajobs.gov/Help/working-in-government/benefits/>

## **HOW TO APPLY**

To be considered, please send all documentation specified in the “Required Documents” section to [EthicsDivision@doc.gov](mailto:EthicsDivision@doc.gov), with subject line “Attorney-Advisor, GS-11, Vacancy”.

Applicants who are not selected for interviews will not be notified that they have not been selected.