

OGC USAJOBS FYLER TEMPLATE

Job Title: Attorney Advisor

Department: U.S. Department of Commerce

Agency: Office of the Secretary, Office of the General Counsel

Summary

The U.S. Department of Commerce (DOC), Office of the General Counsel, is seeking to fill multiple Attorney positions located in the Washington, DC area. Experienced attorneys and graduates in the Class of 2022 are welcome to apply.

The mission of the Department of Commerce is to create the conditions for economic growth and opportunity. Through its 13 bureaus, the Department works to drive U.S. economic competitiveness, strengthen domestic industry, and spur the growth of quality jobs in all communities across the country. The Department serves as the voice of business in the Federal Government, and at the same time, the Department touches and serves every American every day.

About the Organization/Marketing Statement

The mission of the Office of the General Counsel is to have a lasting impact on rules for Commerce that revitalize the economy and lay a foundation for sustainable U.S. leadership in a global economy in the 21st Century. The Office of the General Counsel seeks to be a leader in building a culture of excellence, service, and creative collaboration within its offices and across the Department of Commerce.

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. 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.>

Overview

Open & closing dates:	June 14, 202 - TBD
Who May Apply:	This announcement is open to all qualified U.S. citizens
Salary Range:	74,950 - 164,102 per year
Series & Grade:	GS-0905-11/12/13/14
Location:	Washington, DC, many vacancies

OGC USAJOBS FYLER TEMPLATE

Telework Eligible:	Yes- as determined by agency policy
Travel Required:	No
Relocation Expenses:	No
Appointment Type:	Excepted Service, Full Time – Permanent
Work Schedule:	Full Time
Promotion Potential:	15
Supervisory Status:	No
Security Clearance:	No
Drug Test:	TBD
Position Sensitivity/Risk:	TBD
Trust Determination:	Credentialing Suitability/Fitness

Duties

The Office of General Counsel is looking for an energetic, innovative, and results-oriented individuals who will enjoy working in a dynamic, fast-paced, and mission-driven organization providing legal analyses, advisement and support in either the Office of the Assistant General Counsel for Employment, Litigation and Information, Office of the Assistant General Counsel for Transactions and Technology, Office of the Assistant General Counsel for Legislation and Regulations, and Ethics Law and Programs Office. More information as to the work of those organizations can be found here. <https://ogc.commerce.gov/office-general-counsel>.

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).
- You must be able to successfully pass a back ground investigation.
- Selectees will be required to submit a Financial Disclosure, OGE Form 450.
- You must complete a 2 year trial period.

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:

OGC USAJOBS FYLER TEMPLATE

The career ladder for attorney positions in OGC is generally GS-11 to GS-15. The minimum qualifications for hiring at each grade level (or equivalent) are as follows:

GS-11: J.D. from an accredited law school and active bar membership in one of the 50 states, Washington, D.C., Puerto Rico, or the U.S. Virgin Islands. (The requirement that an applicant possess a J.D. may be waived if his or her bar membership is in a state that allows individuals to "read for the law" rather than pursue a formal academic degree).

GS-12: GS-11 qualifications plus one-year legal experience, or additional relevant experience that distinguishes an entry-level attorney from the GS-11. This may include: a superior academic record; specific course work or an internship in the relevant legal area; another graduate or doctoral degree. Individuals hired into Legal Intern positions at the GS-11 may be reassigned to GS-12 attorney positions upon admission to the bar, irrespective of time-in-grade.

GS-13: 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.

GS-14: Typically requires a minimum of three years of relevant legal experience.² On the rare occasion, two years of relevant legal experience may, in the opinion of the General Counsel or his or her designee, suffice.

GS-15: Typically requires a minimum of four years of relevant legal experience. On the rare occasion, three years of relevant legal experience may, in the opinion of the General Counsel or his or her designee, suffice.

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.

OGC USAJOBS FYLER TEMPLATE

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. Please ensure the content of your resume adequately demonstrates specialized experience. Specialized experience equips applicants with particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. For this position specialized experience includes an ability to conduct and direct complex legal research in the relevant subject areas, engage in sound legal analyses, and present the results in a clear, precise and persuasive manner; an ability to communicate verbally and in writing and 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.

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.

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.

OGC USAJOBS FYLER TEMPLATE

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

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.

Application Instructions

Please send the following documents to ogcresumes@doc.gov. The Subject line should clearly indicate the Office for which you wish to be considered.

1. Cover letter
2. Resume
3. Proof of active bar/good standing
4. unofficial J.D. conferred transcript or LLM