

Attorney Advisor (Public Notice Flyer)

DEPARTMENT OF COMMERCE

Office of the Secretary

COVID-19 Vaccination Requirement

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.



Summary

The U.S. Department of Commerce Office of the General Counsel is seeking a Attorney Advisor within the Ethics Law and Programs Office.

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

After the closing date, applicants can still submit resumes to: EthicsDivision@doc.gov, with the subject listed as "Attorney Advisor" Ethics Law and Programs Office.

[Learn more about this agency](#)

Overview

 [Help](#)

Open & closing dates

🕒 08/26/2022 to 10/31/2022

Salary

\$89,834 - \$164,102 per year

Pay scale & grade

GS 12 - 14

[? Help](#)

Location

Few vacancies in the following location:

📍 **Washington, DC**

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - Occasional travel may be required.

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Excepted

Promotion potential

15

Job family (Series)

[0905 Attorney](#)

Supervisory status

No

Drug test

No

Position sensitivity and risk[Noncritical-Sensitive \(NCS\)/Moderate Risk](#)**Trust determination process**[Credentialing](#)[Suitability/Fitness](#)**Announcement number**

OS/OGC-2022-0016

Control number

673772000

This job is open to

[? Help](#)**The public**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Applicants will be accepted from all U.S. Citizens.

Duties

[? Help](#)

The selectee will provide legal advice and counsel to personnel across U.S. Department of Commerce (DOC) and its Bureaus (e.g., NOAA, Census, International Trade Agency) on a variety of issues. The issues include but are not limited to post-government employment, outside employment, interaction with non-Federal entities, fundraising, use of government resources, and gifts. Reviews and provides guidance on conduct matters, highly complex financial disclosure reports and portfolios to identify and resolve potential conflicts of interest, and ethics education (outreach and training). Responsibilities include assisting with administration of the DOC ethics program, whether vetting senior-level hires or performing work related to Federal Advisory Committees and Special Government Employees.

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 preferable 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

superior 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.

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).
- A two year **trial period** may be required.
- 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.
- Required to submit a Confidential Financial Disclosure Report, OGE Form 450.

This position is **ELIGIBLE** for telework; additional criteria will be required (e.g., supervisory approval and/or as determined by the agency).

Security Clearance: You must be able to obtain and maintain a **Non-Critical Sensitive (NCS)/Moderate Risk** background investigation.

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-12**, level, 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.
- For the **GS-13**, level, two (2) years post-J.D. of progressively responsible legal experience of a

professional nature which demonstrates the ability to perform the work at this level. At least one year of qualifying experience, at this level, must be specialized experience as defined below.

- For the **GS-14**, three (3) years post-J.D. of progressively responsible legal experience of a professional nature which demonstrates the ability to perform the work at this level. At least two years of qualifying experience, at this level, must be specialized experience as defined below.

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

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 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. Applicants may be hired at any of the grades shown in this announcement, commensurate with the candidate's experience and qualifications. Please identify the grade level(s) for which you wish to be considered.

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.

Education

Applicants must possess a Juris Doctor (J.D.) degree or equivalent from an accredited law school. An official transcript(s) must be submitted before an offer can be made.

Additional information

Department Attorney-Advisor positions are in the Excepted Service. As such, these positions are not covered by the usual civil service hiring procedure. Additionally, this position does not confer non-competitive conversion to the competitive services. Acceptance of an excepted service appointment from applicants in the competitive service will require a written statement of understanding.

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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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 the most 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 communicate effectively orally with diverse clients and constituencies on varied and complex topics.
4. Ability to maintain effective working and reporting relationships with professional peers, support staff and management officials.
5. Ability to organize work effectively to meet established deadlines and priorities.

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.

You may [preview questions](#) for this vacancy.

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. 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-0905-13. 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).

Copy of 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. Prior to receiving an offer you will be asked to provide an official copy of your transcript.

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

[? Help](#)

[Read more](#)

Agency contact information



Jowan Williams

Phone

[000-000-0000](#)

Fax

000-000-0000

Email

JWilliams1@doc.gov

Address

OFFICE OF THE SECRETARY
1401 Constitution Ave. NW
Rm 50030
Attn- Human Resources
Washington, District of Columbia 20230
United States

[Learn more about this agency.](#)

Next steps

[Read more](#)

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](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)



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