

Attorney Advisor

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the Assistant General Counsel for Transactions and Technology, Contract Law Division

 This is a job preview and not a real job.



Summary

The U.S. Department of Commerce, Office of the General Counsel is seeking multiple attorneys to join its Contract Law Division (CLD). CLD attorneys provide comprehensive legal guidance and advisory services to the Department's contracting officers and bureau program officials in the acquisition of goods and services to support the Department of Commerce's mission.

[Learn more about this agency](#)

Overview

 [Help](#)

Open & closing dates

 03/09/2023 to 04/10/2023

Salary

\$78,592 - \$183,500 per year

Pay scale & grade

GS 11 - 15

 [Help](#)

Location

FEW vacancies in the following location:

📍 Washington**Remote job**

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - 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[Other](#)**Drug test**

No

Position sensitivity and risk[Moderate Risk \(MR\)](#)**Trust determination process**[Credentialing](#)[Suitability/Fitness](#)

Announcement number

OS-OGC-PNF-11875513

Control number

711427600

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

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

Duties

[? Help](#)

The incumbent will be responsible for advising contracting officers and program officials on a wide variety of procurement-related legal issues, including:

- Acquisition strategies;
- Department milestone reviews for major acquisitions;
- Acquisition plans, statements of work, and solicitations;
- Justifications for limits on competition;
- Evaluation of offers by source selection boards;
- Discussions with and debriefing of offerors;
- Source selection decisions;
- Contract modifications, contract administration and close-out;
- Interagency agreements for assisted acquisitions;

The attorney(s) will be hired at the GS-11 through GS-15 grade levels, depending on experience. The promotion potential for this position is GS-15 level.

GS-11 Level:

Performs a variety of legal duties such as researching clear legal issues, developing drafts of letters, memoranda, and legal documents for the use of a higher graded attorney; participating in administrative or judicial hearings; or conducting the preliminary review of applications for specific governmental protection or approval.

GS-12 Level:

Performs a variety of legal duties such as researching legal issues which are often factually complex; developing drafts of letters, memoranda and legal documents for themselves or a higher graded attorney; participating in administrative or judicial hearings; or conducting the preliminary or complete review of applications which pose complex or factual and legal questions where the applicant is seeking specific governmental protection or approval.

GS-13 Level:

Performs a variety of legal duties such as researching legal issues which are often factually complex or of such nature that no clear precedents apply; conducting the complete review of applications which complex or factual and legal questions where the applicant is seeking specific governmental protection or approval; presenting or defending legal conclusions to adjudicatory authorities, high level organizational officials, as well as outside counsel or interested groups.

GS-14 Level:

As the lead attorney on a particular case which may go to an administrative or judicial hearing or counsel to a major operating program, the incumbent is responsible for the analysis of the legal issue in question, the development of the strategy to deal with the legal issue, and the content and means of delivery of the completed analysis of the legal issue. At this level, the incumbent provides legal advice to high level agency officials and is responsible for effectively presenting the agency position before administrative or judicial bodies. Where the incumbent is reviewing applications for specific governmental approval or protection, they will have final approval authority, and in many cases, will review the work of lower graded attorneys and provide final approval of applications preliminarily approved by the lower graded attorney.

GS-15 Level:

Serves as the lead attorney on a particular case or legal issue characterized by one or more of the following: 1) extremely complex difficult legal or factual issues requiring a high order or legal endeavor with the incumbent often having to balance conflicting interests; 2) matters that can have the effect of substantially broadening or restricting the activities of an agency or have an important impact on major industry whose economic position affects the health and stability of the general economy; 3) the matter involves, directly or indirectly, very large sums of money and are frequently vigorously contested by extremely capable legal talent OR counsel to a major operating program posing complex legal questions. Provides legal advice, representation, and services to various bureaus within the Department with respect to complex and difficult questions of government contract law; responsible for analysis of the legal issue in question, the development of the strategy to deal with the legal issue, and the content and means of delivery of the completed analysis of the legal issue. At this level, the incumbent typically deals with the top management of their agency as well as the top management and/or attorneys of other private and public organizations; as an expert in the procedural and substantive aspects of the law the incumbent may independently decide a broad array of procedural issues for an administrative board such as motions to amend pleadings, motions to strike pleadings, drafting

decisions for the administrative body relative to the disposition of the substantive aspects of the case, etc.; and provide technical guidance to junior attorneys and influence policies.

Requirements

[? Help](#)

Conditions of Employment

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 background 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:

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 a Contracting Officer when applying for a Contract 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. 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.

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 this position, specialized experience includes knowledge of government contract law and/or litigation experience. Applicants must demonstrate the ability to accurately identify and quickly analyze relevant and critical issues related to federal procurement. 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. **(See above to for specific desired experience for each grade level)**

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.

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.

Benefits

How You Will Be Evaluated

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

You will be evaluated for this job based on how well you meet the qualifications above. 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 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 and independently present legal conclusions to adjudicatory authorities.

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 related to legal cases and matters.

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

[? Help](#)

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.

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

 Kardesha Bradley

Phone

[000-000-0000](tel:000-000-0000)

Email

KBradley@doc.gov

Address

Office of the Secretary
1401 Constitution Ave NW
Washington, DC 20230
US

[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](#)



[? Help](#)

Open & closing dates

🕒 03/09/2023 to 04/10/2023

Salary

\$78,592 - \$183,500 per year

Pay scale & grade

GS 11 - 15

Location

FEW vacancies in the following location:



Washington

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - 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

[Other](#)

Drug test

No

Position sensitivity and risk

[Moderate Risk \(MR\)](#)

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OS-OGC-PNF-11875513

Control number

711427600

[Return to top](#)

✓ Account

[Home](#)

[Profile](#)

[Documents](#)

[Saved jobs](#)

[Saved searches](#)

✓ Help

[Help center](#)

[About USAJOBS](#)

[FAQs](#)

[Contact us](#)

[Get started](#)

[How to...](#)

[Working in government](#)

USAJOBS is a United States Office of Personnel Management website.

[Terms and Conditions](#)

[Budget and Performance](#)

[FOIA](#)

[Inspector General](#)

[No Fear Act Data](#)

[Privacy Policy](#)

[USA.gov](#)