

Attorney Advisor

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel, Ethics Law and Programs Office



Summary

The Ethics Law and Programs Office is continuing to build its team of energetic, innovative, and results-oriented individuals who 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.

Please read this Public Notice in entirety prior to submitting your application for consideration.


[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

 03/29/2023 to 09/29/2023

Salary

\$78,592 - \$102,166 per year

Pay scale & grade

GS 11

 [Help](#)

Location

Few vacancies in the following location:

 **Washington**

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not 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

Security clearance

[Not Required](#)

Drug test

No

Position sensitivity and risk

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

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OS-OGC-23-PNF-11905487

Control number

716731200

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 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 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 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.

Requirements

[? Help](#)**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)

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 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.

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. 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.

Benefits

Required Documents

How to Apply

Fair and Transparent



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.

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](#)

To be considered, please send all documentation specified in the "Required Documents" section to **EthicsDivision@doc.gov**, with subject line "**Attorney-Advisor Vacancy, GS-11**".

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

Agency contact information

 Tamara Glover

Email

tglover@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](#)

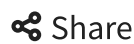
[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)



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