

Attorney Advisor (International)

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the Secretary, Office of the General Counsel, Commercial Law Development Program



Summary

The Commercial Law Development Program (CLDP) of the Office of General Counsel, U.S. Department of Commerce, is seeking individuals with exceptional analytical, organizational, and interpersonal communication skills to join our outstanding team of international technical assistance Attorney-Advisors to help countries meet their sustainable economic development and climate goals in the mineral sectors.


[Learn more about this agency](#)

Overview

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Accepting applications

Open & closing dates

 04/27/2023 to 05/29/2023

Salary

\$112,015 - \$172,075 per year

Pay scale & grade

GS 13 - 14

[? Help](#)

Location

Few vacancies in the following location:

📍 Washington**Remote job**

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

25% or less - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Excepted

Promotion potential

14

Job family (Series)[0905 Attorney](#)**Supervisory status**

No

Security clearance[Secret](#)**Drug test**

No

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

Announcement number

OS-OGC-23-PNF-11945713

Control number

722491000

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

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CLDP's mission is commercial legal reform. CLDP provides technical assistance; advisory and consultative services (including commenting on draft legislation and regulations); and policy planning support to help foreign governments improve the policy, legal, and regulatory conditions for trade and investment. This Attorney-Advisor position on the Energy Transition team would engage in cutting-edge legal reform work to support the sustainable investment in and responsible governance of minerals around the world. This work would involve advising foreign governments around the world on the policies, laws, regulations, contracts, and standards for them to increase sustainable mineral production, including those in critical mineral supply chains.

This Attorney-Advisor would consult with senior foreign government officials; assess development needs and barriers to investment; and design, implement and evaluate legal reform technical assistance programs that meet the host countries' economic development needs and are in line with U.S. energy and climate policy goals. This Attorney-Advisor would collaborate across US Government agencies in the energy and minerals spaces, and support the US State Department's Energy and Minerals Governance Program, Energy Resource Governance Initiative, and CHIPS initiatives. For more about CLDP's Energy Transition team and what we do, please see our website [here](#).

Requirements

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Conditions of Employment

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. This may include a credit check, a review of financial issues, as well as certain criminal offenses and illegal use of possession of drugs.
- 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).
- If you receive a conditional offer of employment for this position, you will be required to complete an Optional Form 306, Declaration for Federal Employment, and to sign and certify the accuracy of all information in your application.

Regular international travel will be required, averaging around 6-8 trips per year, to global and occasionally domestic destinations. CLDP Attorney-Advisors in this position carry out many of their programs in the host countries around the world, and also bring delegations to the U.S. for study tours.

Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government. 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.

To qualify at the **GS-13/14**, applicants must have acquired the amounts of skills and experience indicated below:

GS-13:

- At least two years of relevant legal experience in the minerals sector, in particular mining and mineral supply chain or related industrial sectors. In this position, the Attorney-Advisor will be expected to be able to converse with a variety of stakeholders on the structuring of rules related to investment in the exploration and exploitation of mineral resources and processing of those minerals.
- Experience with the drafting, interpretation, and enforcement of legal, regulatory, and/or transactional documents in the mining sector, such as: mining codes, mining regulations, mining investment agreements and other host government instruments, mineral concessions and contracts, as well as project finance documents.
- Knowledge of, or familiarity with, clauses to lower emissions and decarbonize operations and supply chains preferred, such as renewable energy or emissions credits policies and regulations with respect to the extractives sector.
- Experience and/or familiarity with working with foreign governments and/or development finance institutions is strongly preferred.

GS-14:

- At least four years of relevant legal experience in the minerals sector, in particular mining and mineral supply chain or related industrial sectors. In this position, the Attorney-Advisor will be expected to be able to converse with a variety of stakeholders on the structuring of rules related to investment in the exploration and exploitation of mineral resources and processing of those minerals.
- Experience with the drafting, interpretation, and enforcement of legal, regulatory, and/or transactional documents in the mining sector, such as: mining codes, mining regulations, mining investment agreements and other host government instruments, mineral concessions and contracts, as well as project finance documents.
- Knowledge of, or familiarity with, clauses to lower emissions and decarbonize operations and supply chains preferred, such as renewable energy or emissions credits policies and regulations with respect to the extractives sector.

- Experience and/or familiarity with working with foreign governments and/or development finance institutions is strongly preferred.

Knowledge of another language is not required but is preferred.

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.

See Qualifications Above.

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 resume and supporting documents for the required knowledge, skills, and abilities (KSAs) to successfully perform the duties of this position:

- Knowledge of research strategies and techniques sufficient to research the most complex legal issues.
- Knowledge of the controlling statutes, regulations, and case law pertaining to the subject matter of the particular issue sufficient to develop legal opinions whether through the litigation process or administratively, which may alter the state of the law in the particular area or expand the charter of the agency.

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



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](#)

To be considered, please submit a current resume, law school unofficial transcript (if selected an official transcript is required), and cover letter to kweaver@doc.gov.

Agency contact information

 Anna Belton

Email

abelton@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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