

Attorney Advisor (International)

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel, Commercial Law Development Program



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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.

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

[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

 05/11/2023 to 06/12/2023

Salary

\$94,199 - \$172,075 per year

Pay scale & grade

GS 12 - 14

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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 will 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-PNF-23-11962400

Control number

725234500

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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This Attorney-Advisor position will consult with foreign government officials, assess development needs and design, implement and evaluate assistance programs that promote US policy goals and meet the host countries' economic development needs. The main geographical focus of this position will be the Middle East North Africa (MENA) region.

Requirements

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Conditions of Employment

- You 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.
- You must 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 and possession of drugs.
- A trial period may be required.
- Selective Service: Males born after 12/31/59 must be registered or exempt from Selective Service (see <https://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.
- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- Drug Test Required: NO
- License required: NO
- Pre-employment physical required: NO
- Bargaining Unit Position: NO
- Confidential Financial Disclosure Report (OGE form 450): YES
- Permanent Change of Duty Station (PCS) Expense: WILL NOT be paid

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-12:** The Basic Requirements 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.
- **GS-13:** Two years of legal experience or relevant professional experience (legal or non-legal) which demonstrates the ability to perform the work at this level. 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 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.**

Education

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.

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:

- **Advanced professional fluency in French required**
- **Prior experience working with foreign governments or international organizations as well as a background in technical assistance related to economic development**
- **Prior experience in legal matters involving interagency consultations, negotiations and agreements**
- **Understanding of civil law systems, international commercial organizations, and the commercial and political climates of the MENA region**
- **Prior experience with Public Procurement, Project Finance, Information and Communication Technology and Public-Private Partnerships a plus**
- **The applicant must be willing to travel extensively to the MENA region**
- **Arabic language skills a plus, but not required**

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

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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 for this position, please submit a current resume and cover letter to EDure@doc.gov and RTekriwal@doc.gov with the subject line "Attorney-Advisor (MENA)"

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](#)

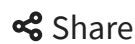
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[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)



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