Attorney Advisor (International)

DEPARTMENT OF COMMERCE
Office of the Secretary
Office of General Counsel, Commercial Law Development Program

Apply

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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.

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

Learn more about this agency

Overview

Accepting applications

Open & closing dates
05/17/2023 to 06/16/2023

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

Pay scale & grade

https://www.usajobs.gov/job/726251400
Location
FEW vacancies in the following location:

📍 Washington

Remote job
No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
76% or greater - 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
Moderate Risk (MR)
Trust determination process
Credentialing
Suitability/Fitness
National security

Announcement number
OS-OGC-DE-23-11961254

Control number
726251400

This job is open to

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

This Attorney-Advisor position will consult with other agencies of the U.S. government and foreign government officials, assess development needs, and design and implement assistance programs. The primary geographical focus of the programming will be in the Eastern Europe, Central Asia, and Southeastern Europe region. Familiarity with the Eastern Europe, Central Asia, or South Asia regions is strongly preferred. The attorney’s work will require regular travel to countries throughout Central Asia and Eastern Europe.

Requirements

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:

• **Fluency in Russian, Ukrainian, Romanian, or other Slavic languages preferred.**

• **Prior experience working in government, international development, civil society organizations, law firms, or with foreign governments or international organizations is desirable.**

• **Familiarity with commercial law topics such as trade, capital markets and finance, customs, intellectual property, arbitration and alternative dispute resolution, public**
procurement, regulatory development, legislation, transparency, ethics and anti-corruption, corporate governance, privatization, etc. also strongly preferred.

- **Frequent International travel is required.** Attorney-Advisors in this position carry out many of their programs in the host countries around the globe.

- **Interest or familiarity with countries in the Eastern Europe, Central Asia, and Southeastern Europe region is preferred, 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**

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

Read more

Agency contact information

Yoscheanea Green

Email
YGreen@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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GS 12 - 14

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Trust determination process
Credentialing
Suitability/Fitness
EEO Policy Statement

Reasonable Accommodation Policy Statement

Veterans Information

Legal and Regulatory Guidance

Terms and Conditions

Budget and Performance

FOIA

Inspector General

No Fear Act Data

Privacy Policy

USA.gov