

Attorney Advisor

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel, Office of the Chief Counsel for Semiconductor Incentives



Summary

The U.S. Department of Commerce (DOC), Office of the General Counsel is seeking one or more full-time Programmatic Counsels for the Office of the Chief Counsel for Semiconductor Incentives. The Office of the Chief Counsel for Semiconductor Incentives provides advice and assistance to the CHIPS Program Office (CPO) within DOC.


[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

 05/04/2023 to 09/30/2023

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

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

[Not Required](#)

Drug test

No

Position sensitivity and risk

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

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OS-OGC-23-PNF-11948493

Control number

723920900

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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The Programmatic Counsel will be responsible for providing legal advice on all aspects of the program, including, for example, interpreting the CHIPS Act of 2021, the CHIPS and Science Act of 2022, and other relevant statutes and authorities; drafting CPO operating procedures and advising on their implementation; and assisting in the preparation of CPO materials developed for external, legislative, and governmental affairs purposes. Programmatic Counsel will encounter many novel issues and will be 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.

The Programmatic Counsel is a core member of the team providing legal advice to the CPO on its authority, policies, procedures, and materials. Programmatic Counsel will be responsible for:

- advising and drafting CPO operating procedures and advising on their implementation;
- providing research and analysis on legal questions affecting key matters of policy or procedure, including in the areas of administrative law, constitutional law, legislation, regulation, and statutory interpretation;
- assisting in the development and review of letters, presentations, and other materials developed for external, legislative, and governmental affairs purposes; and
- helping ensure the CPO's compliance with government accountability obligations.

Requirements

[? Help](#)

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.

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:

- assume multiple roles and tasks to meet changing office needs with an ability to foresee, troubleshoot, escalate and effectively resolve conflicting issues and challenges;
- analyze, research, and present on legal questions in the areas of administrative law, constitutional law, legislation, litigation, regulation, and/or statutory interpretation, including the ability to research and analyze legal issues where no clearly applicable precedents are available or it is arguable which precedents apply;
- assess risk in a practical and responsible manner and make well-reasoned decisions as well as to think creatively;
- ability to build and maintain effective working relations with clients and colleagues and to work effectively in teams;
- maintain professional integrity and use sound judgment in handling confidential information;
- exhibit excellent communication skills and the capacity to present both written and oral ideas clearly, concisely, and persuasively;
- carry out assignments independently with minimal supervision; and
- apply superior legal research and writing skills.

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

[Read more](#)

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:

- Research
- Writing
- Oral Communication
- Administrative Law
- Change Management
- Risk Management

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](#)

[Read more](#)

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](#) Print Share Save [Help](#)[Accepting applications](#)

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