

General Attorney (Public Notice Flyer)

DEPARTMENT OF COMMERCE

Office of the Secretary

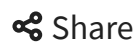
Office of General Counsel

COVID-19 Vaccination Requirement

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.



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Summary

The Office of the General Counsel is seeking one or more attorneys to join its Employment and Labor Law Division.

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

After the closing date, applicants can still submit resumes to: OGCResumes@doc.gov with the subject listed as **General Attorney - Employment and Labor Division**.

[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

🕒 11/16/2022 to 12/16/2022

Salary

\$74,950 - \$176,300 per year

Pay scale & grade

GS 11 - 15

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Locations

Few vacancies in the following locations:

📍 **Washington, DC**

📍 **Suitland, MD**

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

OGC-11734712-General Atty

Control number

689792200

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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Representing the Department of Commerce (DOC) labor & employment-related litigation before the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the Merit Systems Protection Board, the Foreign Service Grievance Board and labor arbitrators. Works closely with the Department of Justice to defend the DOC in employment-related litigation in Federal courts. Provides legal advice to DOC management on employment & labor relations issues, including, but not limited to, employee performance & conduct, reasonable accommodation, and discrimination and harassment.

Duties include:

GS-11:

Researching legal issues which are often factually complex; developing drafts of letters, memoranda, & legal documents for the use by a higher graded attorney; participating in administrative or judicial hearings; or conducting the preliminary review of applications which pose complex factual & legal questions where the applicant is seeking specific governmental protection or approval.

GS-12:

Researching legal issues which are often factually complex; developing drafts of letters, memoranda & legal documents for themselves or a higher graded attorney; participating in administrative or judicial hearings; or conducting the preliminary review of applications which complex or factual and legal questions where the applicant is seeking specific governmental protection or approval. The incumbent is expected to be able to independently present legal conclusions to adjudicatory authorities, high level organizational officials, as well as outside counsel & other interested groups. Has subject matter knowledge in employment & labor law. Has litigation experience.

GS-13:

Researching legal issues which are often factually complex; developing drafts of letters, memoranda & legal documents for themselves or a higher graded attorney; participating in administrative or judicial hearings; or conducting the preliminary review of applications which complex or factual & legal questions where the applicant is seeking specific governmental protection or approval. The incumbent is expected to be able to independently present legal conclusions to adjudicatory authorities, high level organizational officials, as well as outside counsel and other interested groups. Has subject matter expertise in employment and labor law.

GS-14:

Lead attorney on a particular case which may go to an administrative or judicial hearing or counsel to a major operating program, the incumbent is 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. At this level, the incumbent provides legal advice to high level agency officials and is responsible for effectively presenting the agency position before administrative or judicial bodies. Where the incumbent is reviewing applications for specific governmental approval or protection, they will have final approval authority, and in many cases, will review the work of lower graded attorneys and provide final approval of applications preliminarily approved by the lower graded attorney. Has in-depth subject matter expertise in employment and labor law. Has extensive employment and labor law experience.

GS-15:

Senior Counsel in the Division, as the lead attorney on a particular case or legal issue

characterized by one or more of the following: 1) extremely complex difficult legal or factual issues requiring a high order of legal endeavor with the incumbent often having to balance conflicting interests; 2) matters that can have the effect of substantially broadening or restricting the activities of an agency or have an important impact on major industry whose economic position affects the health and stability of the general economy; 3) the matter involves, directly or indirectly, very large sums of money and are frequently vigorously contested by extremely capable legal talent OR counsel to a major operating program posing complex legal questions. Provides legal advice, representation and services to various bureaus with respect to complex and difficult questions of employment & labor law; responsible for 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. At this level, typically deals with the top management of their agency as well as the top management and/or attorneys of other private and public organizations; expert in the procedural and substantive aspects of the law the incumbent may independently decide a broad array of procedural issues for an administrative board such as motions to amend pleadings, motions to strike pleadings, drafting decisions for the administrative body relative to the disposition of the substantive aspects of the case, etc.; and provide technical guidance to junior attorneys and influence policies.

[? Help](#)

Requirements

Conditions of Employment

- You must be a U.S. citizen to apply for this position.
- You must be suitable for Federal employment.
- You must be able to successfully pass a background investigation.
- You must complete a 2-year trial period.
- 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

The attorney(s) will be hired at the GS-11 through GS-15 grade levels, depending on experience and the promotion potential for this position is GS-15 level.

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-11: J.D. from an accredited law school and active bar membership in one of the 50 states, Washington, D.C., Puerto Rico, or the U.S. Virgin Islands. (The requirement that an applicant possess a J.D. may be waived if his or her bar membership is in a state that allows individuals to "read for the law" rather than pursue a formal academic degree).

GS-12: GS-11 qualifications 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. Individuals hired into Legal Intern positions at the GS-11 may be reassigned to GS-12 attorney positions upon admission to the bar, irrespective of time-in-grade.

GS-13: Two years of legal experience or relevant professional experience (legal or non-legal). Relevant non-legal professional experience could include, for example: experience as an International Program Specialist with the Commercial Law Development Program (CLDP) when applying for a CLDP attorney position; or experience as an Employee Relations Specialist when

applying for an Employment Law position. Likewise, experience in a non-attorney position within the Department, with resulting insight into the client's mission could warrant a higher grade, as could non-legal experience in regulated industry. 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. On the rare occasion, two years of relevant legal experience may, in the opinion of the General Counsel or his or her designee, suffice.

GS-15: Typically requires a minimum of four years of relevant legal experience. On the rare occasion, three years of relevant legal experience may, in the opinion of the General Counsel or his or her designee, suffice.

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.

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 knowledge of labor and employment law and/or litigation experience. Applicants must demonstrate the ability to accurately identify and quickly analyze relevant and critical issues related to Employment and Labor Law. 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. **(See above to for specific desired experience for each grade level)**

Note: The General Counsel or designee retains the discretion to waive minimum qualifications as described above.

Applicants may be hired at any of the grades shown in this announcement, commensurate with the candidate's experience and qualifications. You are encouraged to identify the

grade level(s) or salary for which you wish to be considered.

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.

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 the most 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 communicate effectively orally with diverse clients and constituencies on varied and complex topics and independently present legal conclusions to adjudicatory authorities.

4. Ability to maintain effective working and reporting relationships with professional peers, support staff and management officials.
5. Ability to organize work effectively to meet established deadlines and priorities related to legal cases and matters.

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](#)

[Read more](#)

Agency contact information

 Sheila Moore

Email

smoore2@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](#)

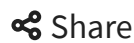
[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)



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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

OGC-11734712-General Atty

Control number

689792200

[Return to top](#)

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[Profile](#)

[Documents](#)

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