

General Attorney

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the 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 Department of Commerce's (Department) Office of the General Counsel, Office of Chief Counsel for Technology Security, is seeking an Attorney-Advisor to provide legal counsel to the Department in support of its mission to advance U.S. national security, foreign policy, and economic objectives by securing the Information and Communications Technology and Services (ICTS) supply chain.


[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

 01/04/2023 to 09/30/2023

Salary

\$112,015 - \$183,500 per year

Pay scale & grade

GS 13 - 15

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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 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

[Top Secret](#)

Drug test

Yes

Position sensitivity and risk

[Special-Sensitive \(SS\)/High Risk](#)

Trust determination process

[Credentialing](#)

[Suitability/Fitness](#)

Announcement number

OGC-11785642-General Atty

Control number

697750900

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 Attorney-Advisor will provide legal advice regarding, and perform functions related to, ongoing and anticipated ICTS transaction reviews as well as related regulatory matters. This includes formulating an investigative strategy, drafting legal memoranda and legal recommendations, drafting administrative subpoenas, reviewing subpoena responses and responsive documents, interacting with outside counsel, assessing evidence, advising and preparing risk assessments, developing measures to resolve any risks, including through mitigation agreements, and making recommendations to the Secretary concerning initial and final determinations.

The Attorney-Advisor will also perform rulemaking and other legal duties related to ICTS work, as assigned. Additional duties include: providing technical legal advice, particularly in connection with the Department's ICTS authorities; drafting and reviewing statutes, regulations, and Executive Orders that include Department equities as they pertain to ICTS; reviewing compliance with statutory, regulatory, and executive order requirements, and coordinating with other Departmental and interagency offices, as necessary; counseling and bringing to the attention of office and Department leadership matters within the purview of the office; and briefing Department leadership on these matters. In addition, the Attorney-Advisor will be required to carry out duties with minimal preliminary instruction and review, often requiring independent legal research, approach planning, and the development of legal recommendations related to the Department's ICTS responsibilities.



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: Yes
- 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-13 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-13: Applicants applying at the GS-13 grade level must have two years of legal experience or relevant experience.

GS-14: Applicants applying at the GS-14 grade level requires at least three years of legal experience.

GS-15: Applicants applying at the GS-15 grade level requires at least four years of legal experience.

The ideal candidate would have:

- Experience in international law and/or national security law;
- Experience promulgating rules in accordance with the Administrative Procedure Act;
- Experience investigating matters, whether in the criminal or civil context;
- Experience litigating matters before a Federal or state court;
- Demonstrated ability to analyze complex and novel legal issues and developing strategies to deal with those issues, often within short deadlines; and
- Strong writing and organizational skills.

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

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 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 complex legal issues.
2. The issues researched are almost always factually complex and are in areas of law which are in continual state of growth and evolution, thus requiring atypical and innovative research;
3. Knowledge of and experience in litigation techniques and strategies, as well as of conducting investigations or drafting and reviewing Federal regulations;
4. Ability to effectively communicate with diverse clients and constituencies on varied and complex topics;
5. Ability to write clearly, concisely, and persuasively, with particular emphasis on the ability to analyze and explain complex legal issues;
6. Ability to communicate effectively orally with diverse clients and constituencies on varied and complex topics;
7. Ability to maintain effective working and reporting relationships with interagency peers, subject-matter experts, support staff, and management officials;
8. Ability to organize work effective to meet established deadlines and priorities.

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

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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 and writing sample.

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

Phone

[000-000-0000](#)

Address

Office of the Secretary
1401 Constitution Ave NW
Washington, DC 20230
US

[Learn more about this agency.](#)

Next steps

Once your application is received we will conduct an evaluation of your qualifications and determine your eligibility. You will **only** be contacted if you are found eligible **and** if you are selected for an interview.

[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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