

**U.S. Department of Commerce  
Office of the General Counsel  
Ethics Law and Programs Office  
Supervisory Attorney Advisor (Deputy Chief)**

**Job Title: Supervisor Attorney Advisor (Deputy Chief)**

**Department: U.S. Department of Commerce**

**Agency: Office of the Secretary, Office of the General Counsel**

## **Summary**

The U.S. Department of Commerce (DOC), Office of the General Counsel, Ethics Law and Program Office is seeking to hire an experienced and innovative individual who will enjoy working in a dynamic and mission-driven organization. This position is for the Deputy Chief, a supervisory attorney-advisor.

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

## **About the Organization/Marketing Statement**

The Ethics Law and Program Office provides legal advice and services primarily focused on matters relating to federal criminal conflict of interest statutes, federal standards of ethical conduct regulations, financial disclosure requirements, procurement integrity provisions, lobbying rules, and political activity restrictions. The selectee will provide primary supervisor of the legal staff of the office, overseeing legal advice and counsel to personnel across DOC and its Bureaus (e.g., NOAA, Census, International Trade Agency) on a variety of issues. The issues include, but are not limited to, post-government employment, outside employment, interaction with non-Federal entities, fundraising, use of government resources, and gifts. Reviews and provides guidance on conduct matters, highly complex financial disclosure reports and portfolios to identify and resolve potential conflicts of interest, and ethics education (outreach and training). Responsibilities include assisting with administration of the DOC ethics program, such as vetting Presidential Appointees, senior-level hires, and work related to special appointment authorities, such as Federal Advisory Committees and Special Government Employees.

The Federal student loan repayment program permits agencies to repay Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency. The program implements 5 U.S.C. 5379, which authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees.

The Office of the Secretary, Office of the General Counsel offers Student Loan Repayment through the Student Loan Repayment Program in accordance with 5 U.S.C. 5379. The approval is determined by the supervisor and funding must be available to support the request. There is not any guarantee of this incentive to any requesting employee. For more information, please visit <https://www.opm.gov/policy-data-oversight/pay-leave/student-loan-repayment/#:~:text=The%20Federal%20student%20loan%20repayment%20program%20permits%20agencies,programs%20to%20attract%20or%20retain%20highly%20qualified%20employees.>

## Overview

Open & closing dates:	
Who May Apply:	This announcement is open to all qualified U.S. citizens
Salary Range:	\$148,484 to \$176,300 per year
Series & Grade:	GS-0905-15
Location:	Washington, DC, 1 vacancy
Telework Eligible:	Yes- as determined by agency policy
Travel Required:	Occasional
Relocation Expenses:	No
Appointment Type:	Excepted
Work Schedule:	Full Time
Promotion Potential:	15
Supervisory Status:	Yes
Security Clearance:	Not applicable
Drug Test:	No
Position Sensitivity/Risk:	Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination:	Credentialing Suitability/Fitness

## Duties

- Incumbent is responsible for extremely complex and difficult legal questions or factual issues involved in drafting, interpreting, or applying opinions, legislation, regulations, decisions, or other legal instruments which may require original legal endeavor to obtain a reasonable balance of conflicting interests.
- Provides technical legal and administrative supervision to an established organization unit within OGC. Supervisory work includes establishing positions and selecting staff by applying Merit and EEO principles; assigning and reviewing work considering the skills and needs of employees; planning and arranging for the training and development of employees; setting organizational and individual performance standards, and evaluations; reviewing and approving awards; hearing and resolving complaints that have not been resolved; and finding/implementing ways to improve business practices and budget process.
- Functions as Attorney Advisor and provides legal counsel on all activities and matters involving DOC initiatives, operations, programs, and policies. Also serves as the attorney-advisor to DOC staff.
- Provides written and oral counsel, legal reviews, opinions, or decisions in the application of Federal laws to programs conducted or assisted by DOC bureaus, and DOC policies.
- With respect to the variety of questions assigned, performs legal analysis and research, conducts or participates as necessary in meetings, conferences, and consultations, prepares memoranda and opinions and maintains continuing liaison with clients.

- Provides advice and guidance to attorneys in DOC offices and bureaus and contributes to the formation of DOC-wide policies and administration of DOC ethics program.
- Represents DOC in conferences and meetings with representatives of other Executive Departments and agencies, industry, and the public in regard to legal matters of interests.
- May be assigned tasks within the Office of the General Counsel, depending on the nature and volume of workload, to ensure the most efficient use of the resources of the Office.

## Requirements

### Conditions of Employment

- You must be suitable for Federal employment.
- You must be a U.S. citizen.
- You must be registered for Selective Service, if applicable ([www.sss.gov](http://www.sss.gov)).
- J.D. degree and active member of the bar (any U.S. jurisdiction).
- You must be able to successfully pass a background investigation.
- Selectee will be required to submit a Financial Disclosure Report, OGE Form 450.
- You must complete a 2-year trial period.

### Qualifications

The successful candidate must possess the following skills and abilities:

- a sound understanding of ethics law and program requirements, including knowledge of complex financial instruments and financial disclosure reviews
- superior legal writing and editing ability;
- outstanding analytical and interpersonal skills and the ability to work directly with clients and staff members; and
- a demonstrated commitment to professionalism and public service.

It is also preferable for the candidate to have:

- management and organizational skills;
- a demonstrated strong interest in the subject matter and knowledge of the legal framework for DoC and its bureaus;
- technical proficiency in Microsoft Office including SharePoint; and
- experience with developing and conducting training presentations.

### *Minimum Requirements:*

- Applicants must possess a J.D. degree (MUST include law school transcripts in your application);
- Must be an active member of the Bar (any U.S. jurisdiction - MUST include proof of bar membership in your application); and

- Must have at least five (5) years post-J.D. legal or other relevant experience to qualify for a GS-15 grade level. Must also possess legal or other relevant experience in the area of ethics law.

### ***Specialized Experience Requirements:***

To be qualified for this position, the applicant's résumé must reflect experience in a managerial capacity. Typically, experience of this nature is gained at the GS-15 grade level in the Federal service, or its equivalent with state or local government, the private sector, or nongovernmental organizations. As such, your resume must demonstrate that you have the knowledge:

**GS-15 - You must have a professional law degree (LL.B. or J.D.), plus five (5) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-14 level in the Federal service:**

***Specialized experience*** is defined as experience identifying and analyzing complex legal issues involved in federal ethics law. Expertise is preferred in a broad variety of ethics subject areas such as federal criminal conflict of interest statutes, federal standards of ethical conduct regulations, financial disclosure requirements, procurement integrity provisions, lobbying rules, and political activity restrictions.

The experience may have been gained in either the public or private sector. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/date/year and indicate number of hours worked per week on your résumé.

### **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.
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.

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. 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.

## 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).
- **Writing Sample.** Relevant legal writing samples (not to exceed 10 pages)
- **Copy of law school transcript showing J.D. degree** (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.
- **Evidence of bar membership and proof of good standing.**

**Failure to provide required documents, if selected, may result in lost consideration.**

## Application Instructions

Please send the required documents to [EthicsDivision@doc.gov](mailto:EthicsDivision@doc.gov) with subject line "Attorney-Advisor (Deputy Chief)".

**Contact phone number:** (202) 482-5384

**Contact address:** U.S. Department. of Commerce, Office of the General Counsel, Mail Stop 5875, 1401 Constitution Avenue NW, Washington DC 20230