



U.S. OFFICE OF SPECIAL COUNSEL
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Washington, D.C. 20036-4505
202-804-7000

ATTORNEY-ADVISOR, GS-0905

Oakland, CA

Announcement Number:
OSC-SS-18-0003

Open & Closing Date:
September 26, 2018 – October 22, 2018

Appointment Type:
Permanent

Work Schedule:
Full-Time

Pay Scale & Grade:
GS-11

Salary:
\$73,905.00 - \$96,080.00

Supervisory Status:
No

Promotion Potential:
GS-14

Locations:
Oakland, CA

Relocation Expenses:
Not Authorized

Travel Required:
Minimal

This job is open to: U.S. Citizens

Summary:

Begin a challenging and rewarding career at the U.S. Office of Special Counsel (OSC) and become an integral player in a forward-looking federal agency by joining the Investigation and Prosecution Division in OSC's 10-person San Francisco Bay Area Field Office in Oakland CA.

The primary mission of the OSC is to safeguard employee rights and hold the government accountable. OSC has authority to investigate and litigate complaints of prohibited personnel practices, including whistleblower retaliation. OSC also operates as a secure channel for disclosures of violations of law, rule, or regulation; gross mismanagement; gross waste of funds; abuse of authority; and substantial and specific danger to public health and safety. In addition, OSC issues advice on the Hatch Act and enforces its restrictions on political activity by government employees. Finally, OSC enforces the civilian employment protections of military service members under the Uniformed Services Employment and Reemployment Act.

Responsibilities:

As the Attorney-Advisor, you are responsible for:

- Conducting factual investigations and legal research and analyses;
- Presenting information orally and in writing;
- Litigating and resolving cases and matters;
- Providing legal advice and counsel;
- Representing OSC to federal stakeholders and the public;
- Appearing as amici in federal court;
- Mediating and settling cases; and
- Managing a diverse caseload.

Conditions of Employment:

- Applicants must be a U.S. Citizen or national.
- Male applicants born after December 31, 1959 must be registered or exempt from Selective Service.
- Applicants must be determined suitable for federal employment.
- Applicants may be required to serve a one-year trial period.
- Applicants must meet eligibility and qualification requirements by the closing date.
- All forms and documents must be received by 5:00 p.m., Eastern Standard Time (EST) on the closing date of the announcement.

Qualifications:

The Office of Personnel Management has not issued qualification standards for attorney positions. However, OSC sets minimum qualifications for attorney vacancies.

To qualify, applicants must meet the following qualifications and specialized experience requirements:

- A professional law degree (LL B., J.D., or LL.M.) from a law school accredited by the American Bar Association (failure to provide transcripts will result in the application not receiving consideration); and
- An active member in good standing in a bar of a state, U.S. Territory, District of Columbia, or Commonwealth of Puerto Rico (failure to provide proof of active bar membership in good standing will result in the application not receiving consideration).

In addition, applicants must possess one year of specialized experience.

To Qualify for the GS-11: Applicants must possess one year of specialized experience equivalent to the GS-09 in making factual findings and conducting legal research and analyses; presenting information orally and in writing; reviewing information obtained from documents, witness interviews, and other sources to develop an evidentiary record to resolve cases; and providing advice on legal matters.

Education:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the US. Department of Education (<https://www2.ed.gov/admins/finaid/accred/index.html>)

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus_forrecog.html. You must provide translated transcripts.

Additional Information:

This position is in the Excepted Service and DOES NOT confer competitive service.

Those new to the federal government are usually hired at the starting salary (step 1) of the applicable grade range listed above.

A writing sample of no more than eight pages in length may be requested from applicants selected for an interview.

Time-in-grade restrictions are applicable to current federal employees.

The Interagency Career Transition Assistance Program does not apply to the Excepted Service. Veterans' Preference - this position is in the Excepted Service, not the competitive service.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, OSC considers veterans' preference eligibility as a positive factor consideration in the attorney hiring process. If applicants are eligible for veterans' preference in hiring, applicants are encouraged to include that information in the application along with supporting documentation (e.g., SF-15, DD-214, Certificate of Release or Discharge from Active Duty, VA Letter, or other supporting documentation).

Privacy Act Information - The application submitted for this position contains information subject to the Privacy Act of 1974 (P.L. 93-579, 5 USC 552a). Information regarding the Privacy Act is available upon request from the Clerk of OSC.

OSC employees enjoy excellent Federal benefits including health and life insurance plans; Flexible Spending Account Programs for health and dependent care; retirement savings and investment plan similar to 401(k) (Thrift Savings Plan); annual leave, sick leave, 10 paid holidays per year and transit benefits.

How Applicants Will Be Evaluated:

Applicants will be evaluated based on how well the qualifications as outlined are met.

Applications will be reviewed to determine whether applicants meet the eligibility and qualification requirements listed in the announcement. Applicants will be rated based on the information provided in their resumes and supporting documentation to determine level of knowledge, skill, and ability, related to the job requirements. All qualified applicants will be referred to the selecting official. The selecting official may choose to conduct interviews. Applicants will be notified when selections are made.

Required Documents:

- Cover Letter (Optional);
- Complete Resume - must show relevant experience and dates of employment (start and end month and year; number of hours worked per week; and for all federal positions must include pay plan, series, and grade);
- Copy of law school transcripts;
- Proof of active bar membership in good standing;
- Veteran documentation (DD-214, SF-15, VA Letter), if applicable; and
- Copy of SF-50 and most recent performance appraisal (for current employees and for recently separated federal employees (within previous year).

How to Apply:

Applicants are strongly encouraged to read the entire announcement before submitting the application package for this position. **Application packages will be accepted through email only.** Hard copy submissions will not be accepted. If submitting an application via email poses a hardship for applicants, they should contact Sandra Shufelt in OSC's Human Capital Office before the closing date to obtain assistance in submitting the application package.

Applicants must submit a complete application package. **The application package must be received via email by 5:00 p.m. (EST) on the closing date of the announcement.** Applicants who fail to submit a complete application will not receive consideration.

Submit Applications to: **Name:** **Sandra Shufelt**
 Email: **sshufelt@osc.gov**
 Telephone: **202-804-7117**

Fair & Transparent Process:

OSC does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in employee organization, retaliation, parental status, military service, or other non-merit factors.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow instructions in the job announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.