

Attorney-Adviser (General)

DEPARTMENT OF THE INTERIOR

Office of the Secretary of the Interior

Open & closing dates

🕒 12/03/2018 to 12/19/2018

Pay scale & grade

GS 12 - 13

Appointment type

Permanent

Service

Excepted

Salary

\$81,548 to \$126,062 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Arlington, VA

1 vacancy

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



Federal employees - Excepted service

Current excepted service federal employees.



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Announcement number

OS-6080-19-EW-024(EXC)

Control number

517311600

Duties

Summary

This position is in the excepted service and not subject to competitive service procedures. Merit promotion procedures do not apply.

This vacancy may be used to fill additional positions as vacancies become available.

Responsibilities

The Department of the Interior's Office of Hearings and Appeals is announcing a rewarding opportunity in its Arlington, Virginia office for an Attorney-Adviser position within the Board of Indian Appeals. The Interior Board of Indian Appeals (The Board) is an administrative appellate review body that makes final decisions for the Department of the Interior pertaining to various Departmental responsibilities and functions relating to American Indians and Alaska Natives. The Board is looking for candidates who have experience or a particular interest in Federal Indian and administrative law and procedure, who have excellent analytic and writing skills, and who give particular attention to detail.

If selected for the position, you will review cases and prepare draft decisions and orders, both procedural and substantive, in cases that are on appeal before the Board. As an Attorney-Adviser (General), you will participate in all phases of legal work incident to the Board's review and disposition of the Board's docket of appeals.

This position is in the Excepted Service under the authority of 5 CFR, section 213.3102(d), Schedule A. Competitive Civil Service status is not acquired under this appointment.

Salary Information

GS-12: \$81,458-\$106,012 per annum. GS-13: \$96,970-\$126,062 per annum. First time hires to the Federal government normally start at the lower salary range of the grade level.

The Office of Hearings and Appeals has determined that the duties of this are position suitable for situational telework with supervisory approval.

As an Attorney-Adviser at the full performance level (GS-14), you will conduct legal research and prepare memoranda and other legal documents, both procedural and substantive, in cases that are on appeal before the Interior Board of Indian Appeals. In consultation with the Board's Docket Attorney or the Administrative Judge having responsibility for the case, your duties will include, but will not be limited to:

1. Reviews incoming appeals for threshold or dispositive issues, e.g., jurisdiction.
2. Prepares pre-docketing notices (with threshold procedural orders, as appropriate), and notices of docketing and orders scheduling briefing for appeals.
3. Monitors the status of particular cases to insure timely submission of pleadings, adequacy of service, and ripeness for review.
4. Undertakes the initial review of cases--including review of the record, the decision made below, and the pleadings submitted on appeal--to identify, frame, and address controlling issues of fact and law.
5. Drafts procedural and interlocutory orders, in consultation with the Board's Docket Attorney or the Administrative Judge having responsibility for the case.
6. Conducts legal research necessary to resolve the issues identified in the review of a case.
7. Prepares draft orders and decisions disposing of cases. Clearly and concisely describes the factual and procedural background of a case, the salient contentions of the parties, and the controlling issues; and provides a complete, well-supported rationale leading to the proper disposition.
8. Conducts final legal cite-checking and fact-proofing of Board orders and decisions to ensure that all citations and references to the record are complete and accurate.

At the GS-12 and GS-13, your assignments will include the above duties but with greater supervision, and will be specifically designed to prepare you for advancement to the next higher level without further competition. This position has promotion potential to GS-14. Advancement to the next higher grade level is not guaranteed, and depends on (1) your having demonstrated an ability to successfully perform at the next higher level, to the satisfaction of the immediate supervisor; and (2) your having satisfied all legal and regulatory requirements for advancement.

Travel Required

Occasional travel - Occasional travel may be required.

Supervisory status

No

Promotion Potential

14

Job family (Series)**0905 Attorney**[. \(https://www.usajobs.gov/Search/?j=0905\)](https://www.usajobs.gov/Search/?j=0905)

Requirements

Conditions Of Employment

- You must be a U.S. Citizen.
- You will be subject to a background/suitability investigation/determination
- You will be required to have federal payments made by Direct Deposit.
- You must submit ALL required documents and a completed questionnaire.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service system, or are exempt from having to do so under the Selective Service Law. See <http://www.sss.gov/> (<http://www.sss.gov/>).

Qualifications**Basic Qualifications**

You must be a graduate from a law school accredited by the American Bar Association, as well as (1) have at least one year of professional legal experience following law school graduation, or (2) have a second professional law degree, or (3) meet one of the following criteria:

1. Academic standing in the top one-third of my law school graduating class.
2. Graduated with academic honors.
3. Significant participation on the law school's law review.
4. Significant participation in the law school's moot court competition.
5. Significant participation in a clinical legal aid program.
6. Significant summer law office clerk experience.
7. Other equivalent evidence of clearly superior achievement.

GS-12 Qualification Requirements

You must meet the basic qualification requirements, AND be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar, AND have at least one year of professional legal experience.

GS-13 Qualification Requirements

You must meet the basic qualification requirements, AND be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar, AND have at least two years of professional legal experience.

All qualification requirements must be met by the closing date of this announcement.

Education

Education: You must be a graduate from a law school accredited by the American Bar Association.

Additional information

Applicants who include vulgar, offensive, or inappropriate language or information in their application package will be ineligible for further consideration for this position. The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

A preliminary background check must be completed before a new employee can begin work with the Office of Hearings and Appeals. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a tentative offer of employment pending a satisfactory background check. Current Federal employees or individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau security office.

Important Note: All Department of the Interior (DOI) employees are subject to the conflict of interest restrictions imposed upon all employees of the Executive Branch of the Federal Government and may be required to file a Financial Disclosure Report. In addition, DOI employees, GS-15 and above, who work in the Office of the Secretary; along with the Bureau of Ocean Energy Management (BOEM) and the Bureau of Safety and Environmental Enforcement (BSEE) employees (at ALL grade levels), are further restricted concerning their interests in Federal lands and resources administered or controlled by the Department of the Interior. This includes holding stock in energy corporations which lease Federal lands (e.g.: oil, gas, coal, alternative energy resources, etc.). If you have any such investments you should contact the DOI, BOEM or BSEE Ethics Office before accepting employment. DOI employees are held to the highest level of integrity. Employees must be objective and impartial in the performance of their work. All potential issues (e.g.: work-related interactions with friends, family members, or previous employers) must be disclosed at the time of application or during the interview process.

NOTICE: This employer participates in E-Verify and will utilize your Form I-9 information to confirm you are authorized to work in the U.S.

How You Will Be Evaluated

Once the application process is complete, we will review your application to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume, supporting documentation and responses to the online questionnaire will be made.

Please note that all required documentation is required for consideration for this position . If you do not provide the necessary documentation, you will not be considered.

To preview questions please [click here](#)

(<https://jobs.monstergovt.com/bsee/vacancy/previewVacancyQuestions.hms?orgId=2&jnum=2550>)

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Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

Required Documents

Your resume must contain information sufficient to make a valid determination that you fully meet the specialized experience requirements as stated in this vacancy announcement and OPM qualification standards for each grade level(s) for which you are applying. It is strongly recommended that you use the USAJobs Resume Builder as it was designed to ensure that your resume includes the standard information needed. The Resume Builder is available at

https://help.usajobs.gov/index.php/How_to_create_your_resume

(https://help.usajobs.gov/index.php/How_to_create_your_resume).

Your application package must include:

- (1) Resume showing relevant experience and education as written in your own words.
- (2) Completed online Assessment Questionnaire;
- (3) Law school transcripts are required. Unofficial transcripts are acceptable; however, an official transcript may be requested at a later time;

- (4) Bar membership;
- (5) Form DD-214, VA letter (if applicable)
- (6) SF-50 if you are a current or former federal employee.

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](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

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.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

How to Apply

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at www.usajobs.gov ([http://www.usajobs.gov/](http://www.usajobs.gov)).

To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents.

To return to your saved application, log in to your USAJOBS account at www.usajobs.gov ([http://www.usajobs.gov/](http://www.usajobs.gov))

and click on "Application Status." Click on the position title, and then select Apply Online to continue.

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Monster Help Desk by e-mail at mgshep@monster.com (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=mgshep@monster.com>) or by phone at 866-656-6831. The help desk is available Monday–Friday, 7:00 a.m. to 7:00 p.m. ET.

Agency contact information

 Ericka Witham

Phone

Address

[703-787-1438](tel:703-787-1438)**Fax**

703-787-1447

Emailericka.witham@bsee.gov[Learn more about this agency.](#)

Office of the Secretary of the Interior
1849 C Street NW
Washington, District of Columbia 20240
United States

Visit our careers page

Learn more about what it's like to work at Office of the Secretary of the Interior, what the agency does, and about the types of careers this agency offers.

<https://jobs.monstergovt.com/bsee/vacancy/preview.hms?orgId=2&jnum=2550#overview/>
(<https://jobs.monstergovt.com/bsee/vacancy/preview.hms?orgId=2&jnum=2550#overview/>)

Next steps

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgment from USAJobs that your submission was successful, once we have received your on-line assessment questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background checks, and/or verification of your education. If you are selected, you will be contacted personally by the Human Resources Office posting this announcement.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government 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 an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

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 the instructions in the job opportunity 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.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](#)

[.https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/.](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)

- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
[.https://www.usajobs.gov/Help/how-to/application/agency/contact/.](https://www.usajobs.gov/Help/how-to/application/agency/contact/)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

[.https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/.](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

[.https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/.](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[.https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/.](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

[.https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/.](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[.https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/.](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

[.https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/.](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)