

Attorney-Adviser (General), GS-0905-12/13/14 (KD-Exc Svc)

DEPARTMENT OF THE INTERIOR
Office of the Solicitor

Open & closing dates

🕒 10/16/2019 to 10/30/2019

Pay scale & grade

GS 12 - 14

Appointment type

Term - This is an temporary excepted appointment not-to-exceed 2 year and may be extended for additional periods of time without further competition.

Service

Excepted

Salary

\$83,398 to \$152,352 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Washington, DC

1 vacancy

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



The public

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

Announcement number

SOL-2020-0002

Control number

548779400

Duties

Summary

What General Information Do I Need To Know About This Position?

The selectee will serve as Attorney Adviser providing legal advice and guidance to the Department of the Interior specifically related to the Bureau of Indian Affairs law enforcement program.

Responsibilities

As an Attorney-Adviser with the Department of the Interior, Office of the Solicitor, Division of Indian Affairs, Branch of Self Government & Economic Development located in Washington, DC your specific duties will include:

- Representing the United States, the Secretary of the Interior, and other officials of the Department in quasi-judicial and administrative proceedings related to the Bureau of Indian Affairs law enforcement program.
- Reviewing and preparing litigation reports, overseeing discovery, drafting pleadings, and reviewing all Department of Justice filings in judicial litigation on matters arising out of the Bureau of Indian Affairs law enforcement program.
- Advising top officials and program managers within the Bureau of Indian Affairs, Office of Justice Services on legal matters related to the Bureau's law enforcement program, including the impact and interpretation of pending and approved Federal or State legislation or regulations, recent judicial and administrative decisions relating to the Department's activities, and during negotiations with other Federal agencies, States, and Tribes.
- Other duties as assigned, including authoring memoranda of understanding, recommendations regarding appeal, settlement documents, and other transactional documents arising out of bureau and agency program activities; assisting with the development of proposed and final agency rules; and reviewing and providing legal advice under the Freedom of Information Act.

Travel Required

Occasional travel - Limited Travel

Supervisory status

No

Promotion Potential

14

Job family (Series)

[0905 Attorney](#)

(<https://www.usajobs.gov/Search/?j=0905>).

Requirements

Conditions Of Employment

- Applicants must be U.S. Citizens.
- Suitable for Federal employment, as determined by background investigation.
- Must be an active member of the bar.
- Selectee may be subject to serving a 2-year trial period.
- More requirements are listed under Qualifications and Other Information.

Are There Any Special Requirements For This Position?

- A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.
- If selected for this position, you may be required to file one or more financial statements and/or a procurement integrity certification of compliance upon reporting and annually, some of which may be subject to public disclosure.
- Throughout the recruitment and hiring process we will be communicating with you via email; therefore, it is imperative that the email address you provide when applying for this vacancy remains active. Should your email address change, please notify the point of contact identified in the vacancy announcement as soon as possible so that we can update our system.
- Because this position requires travel for official business, the selectee will be required to apply for a charge card within 30 calendar days of appointment. Individuals who have delinquent account balances from a previous Government charge card will be required to satisfy their existing obligation before a new card can be issued.

Qualifications

In order to better assess your qualifications for this position, when preparing your resume please address your experience in or familiarity with the following areas of legal work: researching and writing legal memoranda and opinions and providing legal advice or recommendations to clients, judges, and/or senior attorneys; litigating in Federal court and preparing transactional agreements and other documents; and evidentiary privileges and e-discovery, including familiarity with technology associated with the electronic search, retrieval, and review of documents. In addition, please address your experience in or familiarity, if any, with the following subject matter areas and legal authorities: Federal administrative law issues, such as matters arising under the Administrative Procedure Act (including rulemaking), the Freedom of Information Act, the Indian Civil Rights Act, the Indian Reorganization Act, the Indian Self-Determination and Education Assistance Act, the Violence Against Women Act, and 25 C.F.R. Parts 10, 11, and 12.

Basic Qualification Requirements

Applicants must be law school graduates with LL.B. or J.D. degrees **AND** applicants must be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

Applicants must also meet one of the following:

- possess at least 1-year of professional legal experience following law school graduation; OR
- have a second professional law degree; OR
- meet any of the criteria indicated below:
 - (a) academic standing in top one-third of law school graduating class;
 - (b) graduation with academic honors;
 - (c) significant participation on the law school's law review;
 - (d) significant participation in the law school's moot court competition;
 - (e) significant participation in a clinical legal aid program;
 - (f) significant summer law office clerk experience; or
 - (g) other equivalent evidence of clearly superior achievement.

GS-12/13/14:

In addition to meeting the basic qualification requirements described above, applicants must also have the following additional years of professional legal experience for the grade level indicated:

- GS-12 = 1 year
- GS-13 = 2 years
- GS-14 = 3 ½ years

You must meet all qualification and eligibility requirements for the position by the closing date of the announcement.

Education

- 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.
- Education completed in colleges or universities outside the United States may be used to meet the above requirements. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit: <https://www.usgs.gov/about/organization/science-support/human-capital/how-foreign-education-evaluated-federal-jobs> (<https://www.usgs.gov/about/organization/science-support/human-capital/how-foreign-education-evaluated-federal-jobs>).

Additional information

- Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for and performance of higher-level duties.
- 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.
- DOI uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify. (<http://www.dhs.gov/E-Verify>).
- THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

How You Will Be Evaluated

--The information and materials you provide will be used to evaluate that you meet the basic qualification and eligibility requirements for this position.

--**Basis of Rating:** Applicants will not be rated or ranked. All applicants that meet the basic eligibility and qualification requirements of the position will be referred to the selecting official for consideration.

To preview questions please [click here](https://jobs.monstergovt.com/usgs/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=93565)

(<https://jobs.monstergovt.com/usgs/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=93565>)

Background checks and security clearance

Security clearance

[Not Required](#)

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

Drug test required

No

Required Documents

--A 1-2 page cover letter is desired expressing your interest and qualifications for this position.

--You must provide information in your resume regarding the state in which your active Bar membership is held.

--This position requires specific educational course work to qualify, or you are qualifying based in whole or part on education, you are required to provide all unofficial transcripts (undergraduate, graduate, etc.) or list of course work, which includes semester hours earned and grade received, by the closing date of this announcement. This proof may be faxed, document uploaded, or hand delivered to the servicing Human Resources Office (see "Required Documents" and/or "Contact Information"). Please ensure that all documentation is legible. If you are currently employed by the Federal government in the same occupational series as the advertised position, you are not required to submit transcripts at this time.

--Candidates who are referred as "best-qualified" may be asked to provide a writing sample that demonstrates the following skills: issue identification, legal analysis, counseling and/or advocacy. The employing office will contact you directly to request this information and you will be given a specific period of time in which to respond. Failure to respond may result in disqualification from further consideration.

--If you are claiming veterans' preference you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, by the closing date of this announcement. If you are currently on active military duty, you must provide documentation (e.g., campaign document, award citation, etc.), that verifies entitlement to veterans preference and that your character of military service is honorable. If you are claiming 10-point veterans' preference, in addition to the DD-214, you must submit documentation that supports your claim (e.g., an official statement from the Department of Veterans Affairs or from a branch of the Armed Forces certifying the existence of a service-connected disability; or receipt of a Purple Heart). If you fail to submit any of the required documentation, you will not be granted veterans preference. Additional information on veterans' preference can be found in the [VetGuide](http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx) (<http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>).

--Required documents may be:

- 1) faxed to the Agency Contact (see "Contact Information")
- 2) uploaded directly from your desktop
- 3) uploaded directly from your USAJOBS stored attachments 4) hand delivered to the servicing Human Resources Office (see "Contact Information").

--[Auto-Requested Fax](#)

(<https://www.usgs.gov/about/organization/science-support/human-capital/auto-requested-fax-instructions>).

: allows you to submit required documentation that will be electronically displayed along with your resume.

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/>).
- Working for the DOI, Office of the Solicitor offers a comprehensive benefits package that includes [paid vacation, sick leave](http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Fact-Sheets) (<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Fact-Sheets>).

, and [holidays](http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay/) (<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay/>); [health, life, dental, vision, and long term care insurance, flexible spending accounts](http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/) (<http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>), and participation in the [Federal Employees Retirement System](http://www.opm.gov/retirement-services/fers-information/) (<http://www.opm.gov/retirement-services/fers-information/>).

- The Office of the Solicitor has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval. The official worksite for the selectee is the duty location identified in this vacancy announcement. The selectee will typically report to this location on a regular and recurring basis. For additional information on telework you may access the Department of Interior's Telework Handbook at <https://www.doi.gov/telework/policies> (<https://www.doi.gov/telework/policies>).

<https://www.usgs.gov/about/organization/science-support/human-capital/helpful-links>

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

--Applications (resume and application questions) for this vacancy must be received on-line via USAJOBS BEFORE midnight Eastern Time (Washington, D.C. time) on the closing date of this announcement. If you fail to submit a complete online resume, you will not be considered for this position. Requests for extensions will not be granted. Most libraries, employment offices, and all USGS personnel offices can provide access to the Internet. If applying online poses a hardship for you, you must speak to someone in the Servicing Human Resources Office listed on this announcement PRIOR TO THE CLOSING DATE for assistance.

--Instructions for Applying Online for this Vacancy Announcement:

- 1) Click the blue "Apply Online" button.
- 2) If you are not a registered USAJOBS user, please create a [new account](https://my.usajobs.gov/Account/Account) (<https://my.usajobs.gov/Account/Account>) and follow the instructions to complete your application process. If you are a registered user, login to access your existing USAJOBS profile.
- 3) As a registered user, select a stored resume and select one or more of your stored documents to attach to your application.
- 4) Check the "Certification" box and click the "Apply for this position now!" button located at the bottom of the screen.
- 5) Address the eligibility questions as well as the questionnaire containing questions and/or task statements that address the knowledge, skills, abilities and/or competencies for this vacancy.
- 6) Submit required documents using one of the available methods listed below.
- 7) If you experience technical difficulties during the online application process, please contact the [USAJOBS helpdesk](https://www.usajobs.gov/Help/Contact/) (<https://www.usajobs.gov/Help/Contact/>).

Agency contact information

 Kristen Davis

Phone

[703-648-7463](tel:703-648-7463)
(<tel:703-648-7463>)

Fax

703-648-4113

Email

sol@usgs.gov
(<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=sol@usgs.gov>)

[Learn more about this agency](#)
([#agency-modal-trigger](#)).

Visit our careers page

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

Address

INTERIOR, Office of the Solicitor
12201 Sunrise Valley Drive, MS-600
Reston, Virginia 20192
United States

Next steps

--We expect to make a selection within 30-45 days of the closing date of this announcement. You will be notified via email of the outcome. You can also go to "My Account" within USAJOBS to review your Application Status.

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 \(EEO\) for federal employees & job applicants](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/>)

Legal and regulatory guidance

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/>)

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/>)

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/>)