

Attorney Adviser

DEPARTMENT OF JUSTICE
Offices, Boards and Divisions
Civil Rights Division, Federal Coordination and Compliance Section

Accepting applications

Open & closing dates

⌚ 03/04/2021 to 03/25/2021

Pay scale & grade

GS 14 - 15

Service

Excepted

Appointment type

Permanent

Salary

\$122,530 to \$172,500 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



[Individuals with disabilities](#)



[The public](#)

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



[Veterans](#)

Announcement number

21-ATT-FCS-001

Control number

Duties

Summary

Are you interested in a rewarding and challenging opportunity? Join the U.S. Department of Justice!

The Federal Coordination and Compliance Section is seeking one or more experienced attorneys for the position of Attorney Adviser. The Section manages two websites that would be useful for candidates to review: www.usdoj.gov/crt/fcs (<http://www.usdoj.gov/crt/fcs>) and www.lep.gov (<http://www.lep.gov>).

Responsibilities

The incumbent selected for this position will be responsible for the following duties: Providing legal counsel to federal civil rights offices; investigating complaints of discrimination, including conducting site visits and interviews; conducting legal and factual research; developing legal arguments and drafting memoranda on substantive legal and policy issues; preparing requests for information; monitoring, and enforcing agreements to ensure compliance by responding parties; drafting and editing settlement proposals; participating in settlement negotiations and mediation on behalf of the Division; reviewing and recommending opportunities for amicus participation or intervention; reviewing and contributing to appellate memoranda; analyzing and preparing proposals and recommendations on a variety of legal, policy, regulatory, and legislative documents and guidance; responding to policy inquiries, letters, memoranda, testimony, and other written materials; participating in focused areas of litigation; making public appearances and conducting outreach to educate constituents and stakeholders about the laws that FCS enforces; training federal agency staff on investigations and legal principles, and providing technical assistance on aspects of compliance with those laws.

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

No

Promotion Potential

15

Job family (Series)

0905 Attorney

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

Requirements

Conditions Of Employment

- Must be a U.S. Citizen or National
- All male applicants born after 12/31/1959 must have registered for the selective service. If selected, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.
- You may be required to complete a pre-employment security screening to initiate your background investigation, which includes a drug screening. Continued employment is contingent upon successful completion and adjudication of your investigation.
- You must have a Juris Doctorate degree from a law school accredited by the American Bar Association and be a member in good standing of the bar of a state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico.
- DOJ uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities, by visiting www.e-verify.gov/.

Qualifications

Required Qualifications:

Applicants must possess a J.D. from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction), and possess a minimum of years of post-professional law degree experience commensurate to the grade level of eligibility as shown below. Applicants also must have strong, demonstrated qualifications in the following areas: academic achievement; substantive knowledge and expertise in the laws, rules and regulations applicable to the work of the section or substantially similar laws, rules and regulations; outstanding written and oral communication skills; the ability to analyze complex issues; skill and experience working collaboratively and productively with others; organizational skills; professional judgment; initiative; and the ability to excel in a fast-paced, demanding environment. In addition, applicants must have outstanding professional references.

Preferred Qualifications:

The following qualifications are preferred but not required: Demonstrated expertise in drafting and analyzing regulations, rules, manuals, or policy documents concerning prohibitions against race, color, national origin and sex discrimination in federally-assisted programs and activities. Demonstrated experience investigating allegations of systemic race discrimination, including experience working with statisticians or other experts to develop the factual record. Substantive experience implementing, enforcing, and analyzing Title VI of the Civil Rights Act of 1964. Demonstrated expertise in public speaking and presentations, including use of technology and adult learning concepts. In addition, while not required, preferred candidates will have relevant civil rights experience outside of the core competencies of the Section, but within the critical responsibilities of the Division, such that the candidate could play a supporting role in the Division's initiatives. Also preferred are judicial clerkships, law review, moot court, or clinical experience; and skill and experience working cooperatively and productively with a range of people, such as charging parties, witnesses, respondents, disadvantaged or disenfranchised groups, opposing counsel, judicial or administrative officials, staff of federal or state governmental agencies, advocacy groups, and law enforcement personnel.

Possessing the minimum post law degree legal experience does not guarantee the applicant will be selected at that grade level.

- GS-14 - minimum 2.5 years post-JD legal experience
- GS-15 - minimum 4 years post-JD legal experience

Education

You must possess a J.D. degree.

Additional information

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, protected genetic information, pregnancy, status as a parent, or any other nonmerit-based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full [EEO Statement](https://www.justice.gov/jmd/file/790081/download) (<https://www.justice.gov/jmd/file/790081/download>).

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of [DPOCs](https://www.justice.gov/legal-careers/disability-points-contact) (<https://www.justice.gov/legal-careers/disability-points-contact>).

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/> (<https://www.usajobs.gov/Help/working-in-government/non-citizens/>)).

Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates who have lived outside the United States for two or more of the past five years will likely have difficulty being approved for appointments by the Department Security Staff. The two-year period is cumulative, not

necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement.

How You Will Be Evaluated

Applicants will be evaluated based on interview performance, the qualifications set forth above, and other job-related skills, experience and qualifications consistent with merit system principles applicable to hiring for career positions with the Department of Justice.

Applicants who are selected for an interview may be asked to complete a short writing exercise, the results of which will be used when evaluating candidates for the position(s).

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions.

Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf (http://www.opm.gov/forms/pdf_fill/SF15.pdf)).

for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

Background checks and security clearance

Security clearance

Not Required

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

Drug test required

No

Position sensitivity and risk

High Risk (HR)

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

Trust determination process

Credentialing

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

Suitability/Fitness

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

Required Documents

The following documents are required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

1. **Cover Letter** (highlighting relevant experience).
2. **Resume** - Applicants are encouraged to ensure work experiences clearly show the possession of knowledge of the subject matter pertinent to the position and the technical skills to successfully perform the duties of the position.
3. **Law School Transcripts**
4. **Writing Sample** - A brief or comparable analytic legal exposition that is your work product. (No more than 10 pages)
5. **Assessment Questionnaire** (you will be prompted to complete this when you apply online).
6. **Schedule A Documentation** (if applicable) - Schedule A letter from a physician, local, state or federal rehabilitation office citing your eligibility under 5 CFR 213.3102 (u). The date of your certification letter must be within three (3) years of the vacancy closing date and must be submitted with your application.
7. **Current or Former Political Appointees** (if applicable) - please note on your resume and attach an SF-50. The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are

currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the HR Office.

8. Veterans Preference Documentation (if applicable):

- If you are a discharged, non-disabled veteran, you must submit a copy of your DD-214 showing character discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions. If you don't have your DD-214, you may request it after discharge from the National Archives at www.archives.gov/veterans.
- If you are a veteran within 120 days of discharge, you must submit signed documentation from the Armed Forces certifying: 1) your expected release/retirement from active duty, 2) under honorable conditions, 3) your pay grade/rank/rate at time of discharge, 4) dates of active duty service, 5) any campaign or expeditionary medals received, and 6) dated within 120 days of your separation.
- If you are a disabled veteran, Purple Heart recipient, or mother or spouse of a disabled or deceased veteran, you must submit a completed SF-15 [\(http://www.opm.gov/forms/pdf_fill/SF15.pdf\)](http://www.opm.gov/forms/pdf_fill/SF15.pdf) and all additional proof required by the SF-15, as applicable. If you don't have your Department of Veterans Affairs letter establishing proof of disability, you may request it at <http://www.ebenefits.va.gov/> or call 1-800-827-1000.

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/>)

<https://www.usajobs.gov/Help/working-in-government/benefits/>

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

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section.

A complete application package must be submitted by 11:59 PM (ET) on 03/25/2021 to receive consideration. To begin, click "Apply" to access the online application.

You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to select your résumé and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login> (<https://my.usajobs.gov/Account/Login>)), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>)

If you are unable to apply online, you must request an alternative application which is available from the Human Resources Office. Please contact Delicia Taylor at (202) 514-0292 or Delicia.Taylor@usdoj.gov to obtain an alternative application.

OTHER INFORMATION:

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

Division offices are near metro transportation systems or other public transportation, and are conveniently accessible to restaurants, museums and other D.C. area attractions. Most jobs in the Division offer alternative work schedules and other family friendly opportunities are available.

Additional selections may be made from this vacancy announcement to fill vacancies that occur subsequent to this announcement.

Agency contact information



Phone

[\(202\) 514-0292](tel:(202)514-0292)
[\(tel:\(202\) 514-0292\)](tel:(202)514-0292)

Email

Delicia.Taylor@usdoj.gov
[\(mailto:Delicia.Taylor@usdoj.gov\)](mailto:Delicia.Taylor@usdoj.gov)

Address

Civil Rights Division
950 Pennsylvania Ave. NW
Washington, DC 20530
US

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

The [Civil Rights Division](#)
[\(http://www.justice.gov/crt\)](http://www.justice.gov/crt)

(Division) of the Department of Justice, created by the enactment of the Civil Rights Act of 1957, works to uphold the civil and constitutional rights of all Americans, particularly some of the most vulnerable members of our society. The Division enforces federal statutes prohibiting discrimination on the basis of race, color, sex (including pregnancy, sexual orientation, and gender identity), disability, religion, familial status, national origin, and citizenship status.

[Federal Coordination and Compliance Section](#)
[\(https://www.justice.gov/crt/fcs\)](https://www.justice.gov/crt/fcs)

(FCS) of the Civil Rights Division implements and enforces several federal laws, regulations, and executive orders, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Safe Streets Act of 1968, and Executive Orders 12250, 13166, and 13988, which collectively protect persons from discrimination by federally funded programs based on race, color, national origin (including limited English proficiency), religion, and sex. FCS investigates and resolves administrative complaints against programs receiving DOJ funding, including courts, law enforcement agencies, and detention facilities, pursuant to Title VI and the Safe Streets Act. FCS works closely with the civil rights offices of other federal agencies to ensure a uniform application of civil rights laws and within DOJ and with other federal agencies to improve language access to federal programs and services.

Visit our careers page

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

<https://www.justice.gov/crt/fcs/>
[\(https://www.justice.gov/crt/fcs\)](https://www.justice.gov/crt/fcs)

Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

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](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/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 to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- 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.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [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/)
(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/>).

[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/>).

[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/>).

[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/>).

[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/>).

[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/>).