

Office of the General Counsel – Vacancy Announcement:

Job Title:	Attorney-Advisor
Department:	Department of Homeland Security
Agency:	DHS Headquarters, Office of the General Counsel, Regulatory Affairs Law Division
Salary Range:	\$102,663.00 – \$170,800.00 / year
Series & Grade:	GS-0905-13/14/15
Promotion Potential:	15
Open Period:	Wednesday, April 15, 2020 to Wednesday, April 29, 2020
Position Information:	Full-Time Permanent
Duty Locations:	1 vacancy - DC - Washington DC Metro Area
Who May Be Considered:	United States Citizens
Security Clearance:	Secret
Supervisory Status:	No

JOB SUMMARY:

The Regulatory Affairs Law Division (RLD) within the Office of the General Counsel of the Department of Homeland Security is seeking to fill a vacancy for an Attorney-Advisor. The General Counsel, who is appointed by the President and with the advice and consent of the Senate, is the Department's chief legal officer and principal legal advisor to the Secretary of Homeland Security. The General Counsel has final authority and responsibility for legal policy determinations within the Department and its components.

RLD manages the regulatory process for DHS and its components, and advises on legal and economic matters associated with the Department and component regulations. RLD assists the General Counsel in his duties as the Regulatory Policy Officer under Executive Order 12866, and RLD is the primary point of communication with the Office of Information and Regulatory Affairs (OIRA) of the Office of Management and Budget (OMB) for the clearance of "significant" regulatory actions and "significant" guidance documents under Executive Order 12866.

As an Attorney-Advisor in RLD, you will provide legal advice and counsel on matters related to administrative law and regulatory practice, including the provision of legal advice related to the Administrative Procedure Act, Regulatory Flexibility Act, Executive Orders 12866 and 13563, and other laws and Executive Orders applicable to the federal regulatory process. You will review DHS and component regulatory actions for compliance with legal requirements and for consistency with Departmental policies and procedures. You will also manage the review and coordination of DHS and component regulatory actions throughout the Department. As an Attorney-Advisor in RLD, you may also have some regulatory drafting responsibilities.

This is a permanent appointment in the Excepted Service and will be filled on a full-time permanent basis. Employees hired under an Excepted Service appointment are required to serve a two (2) year trial period. Upon successful completion of the required trial period, this position will be permanent.

TRAVEL REQUIRED:

- Yes – Occasional
- 0-5 times per year

RELOCATION AUTHORIZED:

- No

KEY REQUIREMENTS:

- You must be a U.S. citizen to apply for this position.
- You must currently possess or be able to obtain, and maintain, a Secret security clearance.
- Confidential financial disclosure filing is required (OGE Form 450).
- This position may be subject to random drug testing.

DUTIES:

An RLD Attorney-Advisor, under the supervision of the Deputy Associate General Counsel for Regulatory Affairs, is responsible for the performance of the following duties:

- Review DHS and component regulatory actions for compliance with the Administrative Procedure Act, the Regulatory Flexibility Act, Executive Orders 12866 and 13563, and related statutes and Executive Orders;
- Ensure that DHS and component regulatory actions are consistent with Departmental policies and procedures

- Provide oral and written advice to DHS senior leadership on legal issues regarding regulatory actions and initiatives;
- Represent OGC as the Department's liaison to the Office of Information and Regulatory Affairs (OIRA) of the Office of Management and Budget (OMB) to coordinate Executive Branch review and clearance of DHS regulatory actions, as required under Executive Order 12866;
- Participate in the RLD-led regulatory education and training efforts, such as presenting (or assisting with presenting) training modules at conferences and moderating (or assisting in moderating) sessions of DHS-wide administrative law roundtables;
- Represent OGC in briefings and negotiations with other Federal agencies regarding regulatory matters; and
- Assist the Deputy Associate General Counsel for Regulatory Affairs and Associate General Counsel for Regulatory Affairs, as requested.

QUALIFICATIONS:

Specialized Experience:

The Office of the General Counsel (OGC) will evaluate eligible candidates based on the following criteria:

OGC will rate qualified applicants by comparing each candidate's qualifications to those pertinent to the position. OGC will consider relevant skills and experience, education and training, performance, and awards. The skills and experience listed immediately below are of particular importance to the position, and applicants should provide specific detailed information in these areas, where applicable, as part of their application.

This position requires the ability to quickly develop a detailed knowledge of the Federal regulatory process. The incumbent must be able to manage, and become familiar with, a diverse portfolio of regulatory actions, including those related to immigration and border management, customs and international trade, emergency management and assistance, infrastructure protection, maritime safety, and/or transportation security. The incumbent must be able to complete important work on regulations involving complex and/or technical details, often under time pressure.

This position also requires the ability to work with legal and policy professionals to clarify agency policy objectives, program goals, and to prepare regulatory actions and materials that reflect such objectives and goals. In addition, the position requires the ability to recognize legal issues that policy and program officials raise during the development of regulatory initiatives; synthesize applicable facts and legal requirements; and provide clear, concise, and well-reasoned oral and written advice on those initiatives.

In addition, this position requires the ability to work cooperatively with others, develop partnerships and rapport with those who can provide information and assistance, and effectively assist in negotiating among varying views of interested parties in a manner that fosters the professional efficient development of regulatory policies. The incumbent will interact regularly with personnel within DHS headquarters (e.g., Office of Strategy, Policy, and Plans; Office of

Privacy; Office of Public Affairs), within DHS components, and within the federal government (e.g., Office of Management and Budget, other federal agencies that interface often with DHS, such as the Departments of Justice, State, Treasury, and Transportation).

The incumbent consults with his or her supervisor (Deputy Associate General Counsel) for Regulatory Affairs) on a regular basis. The Deputy Associate General Counsel for Regulatory Affairs (or Associate General Counsel for Regulatory Affairs) reviews regulatory actions, which the incumbent handled, primarily for conformity to policy and soundness of conclusions.

The successful candidate will demonstrate superior initiative and critical thinking skills, because the nature of the work is such that it rarely lends itself to detailed instructions or reference to manuals or other procedural guidelines. The successful candidate will have a strong ability to produce excellent written work in a number of formats, including legal memoranda and briefing papers. The successful candidate will have excellent legal analysis skills and strong communication skills.

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

More than one selection may be made from this announcement.

Education:

Applicant must be a graduate of a school of law accredited by the American Bar Association and an active member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Background Investigation:

The tentative selectee must undergo and successfully complete a background investigation for a Secret clearance as a condition of placement retention in this noncritical sensitive position.

Your resume and other applicant information must reflect your length of experience and/or training in the following areas:

- Skill dealing with complex legal issues and experience providing timely legal advice and guidance.
- Knowledge of the enabling acts under which the Department executes its missions and carries out its programs is preferred.
- Ability to conduct legal research in order to provide oral and written advice on complex legal and factual issues. Research and writing skills will be a major consideration in the selection process.
- Evidence of the outstanding professional judgment and maturity necessary to brief and advise Department officials on sensitive matters.

OTHER INFORMATION:

More than one selection may be made from this announcement.

Application of Veterans' Preference: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Homeland Security considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in a cover letter or resume and attach supporting documentation (e.g., DD Form 214 or other substantiating documents) to their submissions.

Promotion Potential: This position has promotion potential to GS-15. This position may be filled at the GS-13, GS-14 or GS-15 level. If selection is made at the GS-13 or GS-14 level, promotion to the next higher level may occur without further competition. You should indicate in your application the lowest grade level you will accept. If you do not indicate your lowest acceptable grade level, you will be considered at the highest grade level for which you are found to be qualified.

Selectee will be required to complete an OGE Form 450, Confidential Financial Disclosure Form.

The Department of Homeland Security is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.

HOW TO APPLY:

Please email your resume, and cover letter (optional) OGCHumanCapital@hq.dhs.gov with "RLD Attorney-Advisor" as the subject. If selected for an interview, the following additional documents are required: (1) copy of law school transcripts (unofficial is acceptable); (2) proof of active bar membership in good standing of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico; (3) most recent non-award SF-50 (if applicable); (4) list of references; and (5) legal writing sample. Your submissions must be received by 11:59PM on Wednesday, April 29, 2020.