

## ATTORNEY VACANCY ANNOUNCEMENT

**The Office of the General Counsel at the U.S. Department of Health and Human Services is currently seeking applications for an Attorney Advisor position in its Legislation Division.**

**Who May Apply:** This vacancy announcement is open to all US Citizens and may be used to fill multiple positions.

**DUTY STATION:** Washington, DC

**SALARY RANGE:** \$68,036 - \$148,967

**OPEN PERIOD:** June 28, 2018 – August 31, 2018

### **JOB SUMMARY:**

The Office of the General Counsel (OGC) at the Department of Health and Human Services is seeking an attorney to join its Legislation Division. The attorneys in the Legislation Division, as counsel to the Secretary and the Department, provide a range of legal services, notably the drafting of legislative language. The OGC Legislation Division represents the Department, advocating its positions before The Office of Management and Budget (OMB) and other agencies, and (to the extent authorized by the Office of the Assistant Secretary for Legislation or the Assistant Secretary for Financial Resources) before congressional staff. Its lawyers also provide advice on the legislative process (e.g., congressional rules), and on principles of statutory interpretation.

*OGC is an equal opportunity employer, and we encourage applications from a diverse pool of high-quality candidates.*

For additional information about OGC's mission, please visit our website at: <http://www.hhs.gov/ogc/index.html>

### **DUTIES:**

The attorney will provide legal advice and services to a variety of HHS components, and would draft any bill language in those areas that the Department needed, would respond to OMB clearance requests for other agencies' testimony in those areas, would respond to HHS requests for OGC clearance of HHS testimony in those areas.

We are seeking to fill the position at the GS-11 to GS-14 level (\$68,036 - \$148,967) depending on experience and qualifications. The position will be located in Washington, D.C., and reimbursement for relocation expenses is not available. The candidate must have at least one year of legal experience post bar admission.

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## QUALIFICATIONS REQUIRED:

Your resume and supporting documentation will be used to determine whether you meet the position qualifications listed on this announcement. Salary will be commensurate with education and experience.

The following are required qualifications:

- ✓ You must possess a Juris Doctorate (J.D.) from an accredited ABA law school.
- ✓ Have at least one year of experience after law school as a practicing attorney
- ✓ Proof that bar status is active, in good standing and eligible to practice in the highest court of a State, U. S. commonwealth, U. S. territory, or the District of Columbia.
- ✓ Candidates must also have exemplary legal writing, analysis and oral advocacy abilities, possess excellent interpersonal skills, and display a capacity to work with diverse individuals and groups.
- ✓ It will be a plus for the candidate to have familiarity and experience with legislative drafting, the legislative process and the role of the Executive Branch in the legislative process.
- ✓ It will also be a plus for the candidate to have familiarity and experience with statutes that the Department of HHS administers and statutes of general government-wide application.

## CONDITIONS OF EMPLOYMENT:

- ✓ Must maintain active bar membership in good standing and the eligibility to practice law in the highest court of a state, territory, Commonwealth, or the District of Columbia throughout employment in the Office of the General Counsel.
- ✓ Upon final job offer from HHS OHR, the successful candidate must submit official law school transcripts.
- ✓ **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.
- ✓ **E-Verify:** If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System. Federal law requires DHS to use the E-Verify System to verify employment eligibility of all new hires and as a condition of continued employment obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system. The U.S. Department of Health and Human Services is an E-Verify Participant.

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- ✓ **Direct Deposit:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- ✓ All qualification requirements must be met by the closing date of the announcement.
- ✓ Financial disclosure statement may be required.
- ✓ Two-year trial period may be required.
- ✓ Travel, transportation, and relocation expenses will not be paid.
- ✓ This position is not in a bargaining unit.
- ✓ Multiple selections may be made from this announcement.

### INSTRUCTIONS TO APPLY:

Please submit the following documents to [edith.blackwell@hhs.gov](mailto:edith.blackwell@hhs.gov) using the subject line "Legislation Division Attorney" in the forwarding email. To receive full consideration, submit all materials by 11:59 p.m. on the closing date of the announcement:

- ✓ Cover letter addressed to the Office of the General Counsel Hiring Official.
- ✓ Resume (must include education, including names of undergraduate and law school, degree received and date graduated; date admitted to bar and jurisdiction; a general description of all past employment relevant to the practice of law, including dates of employment (full time or part time) and supervisors' names and telephone numbers.
- ✓ Two legal writing samples.
- ✓ Proof that bar status is active, in good standing and eligible to practice in a state, territory of the US, the District of Columbia or the Commonwealth of Puerto Rico.
- ✓ Names and contact information for at least three professional references.