

Attorney-Advisor, GS-0905-15 (All U.S. Citizens-Excepted Service)

OFFICE OF THE SECRETARY OF TRANSPORTATION

1 vacancy in the following location:

Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Thursday 6/30/2016 (1 day(s) ago)

Closes Saturday 7/9/2016 (8 day(s) away)

Salary Range

\$124,995.00 to \$157,100.00 / Per Year

Series & Grade

GS-0905-15/15

Promotion Potential

15

Supervisory Status

No

Who May Apply

Applications will be accepted from any U.S. Citizen.

Please note that this position is in the Excepted Service. For information on the Excepted Service, please visit: Excepted Service Appointing Authorities@ <http://www.opm.gov/policy-data-oversight/hiring-authorities/excepted-service/>

Control Number

443309500

Job Announcement Number

OST.C-2016-0009

Job Summary

About the Agency

This position is located within the USDOT's Office of the Assistant General Counsel (AGC) for Operations in the Office of the General Counsel (OGC). The AGC for Operations serves as the primary legal advisor to the USDOT General Counsel and Deputy General Counsels on matters involving a broad range of operational issues related to the Department's policies and programs (often acting on their behalf), including: (a) transportation security and emergency response; (b) environmental law; (c) information management, disclosure, privacy, and security; (d) economic matters related to airports and air carriers, and the Department's programs supporting aviation serving small communities; (e) maritime law; (f) pipeline and hazardous materials transportation safety; (g) Native American sovereignty and jurisdiction; and (h) other operational issues across all modes of transportation.

OST is looking for a motivated, self-reliant, and skilled candidate willing to work in a challenging environment with experienced professionals committed to ensuring safety and fairness in the transportation industry. The ideal candidate is one with interest and experience in aviation law; strong research and analytic skills; the ability to decipher and report on complicated factual and legal issues; the ability to present information clearly, in person and in writing; the ability to deal with individuals from diverse backgrounds, and sometimes with conflicting interests; and the ability to handle multiple projects, cases, and issues simultaneously. This position is located across the street from the Navy Yard Metro stop and blocks away from Nationals Park.

Duties

As an Attorney Advisor, you will:

- Render expert legal assistance to the AGC and Deputy AGC for Operations, and other personnel within the Office of the Secretary and the Department's Operating Administrations, on issues of focus within the Office of Operations.
- Perform work in a variety of the Office's practice areas, with a significant focus on our aviation practice.
- Handle matters of a difficult and complex nature, requiring a considerable level of analysis and sensitivity to conflicting concerns.
- Perform legal research and analysis, conduct necessary conferences and consultations, prepare memoranda, correspondence, and opinions, and maintain continuing liaison with clients and others affected to ensure their understanding of the Department's legal positions.
- Render not only written counsel, but also present advice verbally.
- Be assigned tasks emanating from other offices within the Office of General Counsel. The employee is responsible for alerting his/her superior when ever he/she requires specific guidance on legal and policy issues.

Travel Required

- Not Required

Relocation Authorized

- No

Key Requirements

- You must be a U.S. Citizen and eligible for consideration.
- Submit application and resume online by 11:59 PM EST on the closing date.
- Job announcement may be used to fill similar positions within 30 days.
- This is an Excepted Service position.
- This Position Is Telework Eligible.
- Relocation is NOT authorized.

Qualifications

To meet the minimum qualifications for this position, you must meet the **MANDATORY EDUCATION REQUIREMENT** for the series, provide a copy of transcripts for verification, **MEET CURRENT MEMBER OF THE BAR REQUIREMENT** and meet the experience qualifications for the grade at which you are requesting consideration.

To qualify for the **Grade 15 on Experience and Education**, you must have at least **five years** of equal or equivalent experience and it must include:

- **A law degree, bar membership, and five years of professional attorney experience in the area of aviation law.**

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.

Applicants must meet all qualification requirements by the closing date of this announcement.

MANDATORY EDUCATION REQUIREMENTS:

- Applicants must have a Law Degree (J.D. or equivalent) from an American Bar Association (ABA) accredited law school.
- Must be an active member in good standing of the bar of the highest court of any state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico.

CONDITIONS OF EMPLOYMENT:

- **SELECTIVE SERVICE:** Males born after 12/31/59 must be registered for Selective Service.
- **TRIAL PERIOD:** This is an **Excepted Service** position. This job will be filled by an alternative hiring process and is not in the competitive service. Applicants selected for an excepted service position may be subject to a two-year trial period.
- **FLSA: Exempt**
- **BUS: 1133**
- **TELEWORK ELIGIBLE: YES**
- **RELOCATION: NO**
- **DRUG TESTING:** Tentatively selected candidates are required to undergo urinalysis in accordance with DOT Order 3910.1D entitled "Drug and Alcohol-Free Departmental Workplace." Therefore, if selected for the position, you will be required to submit to a pre-employment/pre-appointment drug test, you will also be subject to Random Drug Testing.

Security Clearance

Q - Nonsensitive

What To Expect Next

Within two weeks of the vacancy closing date, a Human Resources Specialist will issue certificate(s), or list(s) of applications, which will then be forwarded to the selecting official for further consideration. At this point, you may check online to see if your application was referred by logging in at MYUSAJOBS and clicking on "Applications."

From this point on the selecting official determines all aspects of the hiring process. If they wish to contact you for an interview or for hire, they will do so directly. Otherwise, when a selection is made, we will update your application status online and the Human Resources Specialist for the vacancy will notify you by email.

BENEFITS

[Review our benefits](#)

Other Information

Managers may exercise discretion to allow a limited amount of regular or task-based telework for this position.

You must submit a complete application package (including resume, vacancy questions and supporting documents) no later than midnight Eastern Time on the closing date of the announcement.

- To begin, click the "Apply Online" button on the job announcement posting.

- Follow the directions to register, submit all required documents and complete the assessment questionnaire.

- You may review your saved application(s) at <https://my.usajobs.gov>.

If you are having difficulty applying online, please contact the DOT Automated Staffing Office during regular business hours (8:00 a.m. to 4:00 p.m. ET) at (202) 366-1298. You may also email us at Transjobs@dot.gov.

How You Will Be Evaluated

For this announcement, all applicants will be reviewed to determine if they meet the basic qualifications for this position, specifically the educational and specialized experience requirements.

Applicants will not be rated or ranked.

All applications that are verified to meet the basic qualifications will be referred to the selecting official.

The answers you select in the on-line process must be substantiated in your application package. If upon review, it is determined that your described work history, competencies, and/or supporting documents do not support your answer choices, you may not be referred to the selecting official. Please ensure that your work history provides enough details to support your answers.

DESCRIBING YOUR EXPERIENCE: PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. If your resume/ application does not support your questionnaire answers, we will not allow credit for your response(s). Your resume must contain sufficiently detailed information upon which to make a qualification determination. Please ensure that your resume contains specific information such as position titles, beginning and ending dates of employment for each position, average number of hours worked per week, and if the position is/was in the Federal government, you should provide the position series and grade level.
To preview questions please [click here](#).

PLEASE DO NOT SUBMIT UNREQUESTED DOCUMENTATION. Resumes should only be submitted electronically as part of the application process and are not considered supplemental documents.

Unless the vacancy announcement specifically asks for examples of work products, writing samples, letters of reference, pictures, or training certificates, do NOT submit them to the Automated Staffing Office. They will not be forwarded to the official making the selection for this vacancy.

The following documents **must** be provided by the closing date:

- **RESUME** - Showing relevant experience and education.
- **COMPLETED QUESTIONNAIRE** - Entering "See Resume" or other non-responsive answers to the request for narrative information may lead to your disqualification from consideration.
- **WRITING SAMPLE** - Preferably no more than 10 pages in length.
- **TRANSCRIPTS** (unofficial), from college and American Bar Association-accredited law school are **required** prior to interview.
- **VETERANS:** Department of Transportation attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Transportation considers veterans' preference eligibility as a positive factor in the attorney hiring process. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with supporting documentation, e.g., SF15, DD214, Certificate of Release or Discharge from Active Duty, or other supporting documentation.

Failure to submit any of the required documents by the closing date of the vacancy will result in disqualification.