



U.S. Securities & Exchange Commission Vacancy Announcement

Job Title	Attorney Adviser
Location	Washington, DC
Compensation	\$104,965 to \$172,617 / Per Year
Position Number	16-EX-1727720-HCC
Application Deadline	July 8, 2016

Overview

The U.S. Securities and Exchange Commission (SEC) is looking for the best and brightest to join our team. Our mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. A career with the SEC offers work that is exciting, challenging and rewarding. You can contribute to securities regulation and enforcement while making a positive difference for the American investing public.

Duties

- Assisting the ALJs in the performance of their responsibilities by conducting legal research, drafting orders and decisions, and abstracting testimony and other evidence.
- Reviewing and analyzing facts and developing evidence during the preparation of cases that involve difficult and involved factual situations.
- Conferring with and advising counsel and pro se respondents on various issues such as the status of the proceedings, settlement negotiations, postponement motions, hearing cancellations, the Rules of Practice, availability of discovery, and other procedural matters.
- Overseeing hearing schedules in assigned cases; contacting and directing counsel to make appropriate filings, and preparing draft orders for ALJ's signature.
- Identifying major policy issues requiring consideration by senior attorneys and develops and prepares recommended interpretation outlining the facts and applicable law.

Qualifications

- J.D. or LL.B. degree
- Active membership of the bar in good standing in any state, territory of the United States, the District of Columbia, or the commonwealth of Puerto Rico. (Note: proof of bar membership will be required before entry on duty.)

To Apply

To learn more about this employment opportunity, please visit <http://go.usa.gov/xqtfj> and apply online at <https://sec.usajobs.gov/GetJob/ViewDetails/442909200/>. For assistance, please contact the Office of Minority and Women Inclusion at (202) 551-6046 or omwi@sec.gov.

The SEC is an equal opportunity employer