



U.S. Securities & Exchange Commission

Vacancy Announcement

Job Title	General Attorney
Location	Washington, DC
Compensation	\$104,965 - \$198,204 / Per Year
Position Number	16-EX-1746092-CMH
Application Deadline	July 28, 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

- Serving as a legal advisor on agency-wide electronic and non-electronic records management issues, including on legislative and regulatory matters relating to the management of agency records, including issues related to management, preservation, retention, and disposition of records.
- Providing legal advice and assistance on matters related to the Freedom of Information Act, the Privacy Act, the Federal Records Act, litigation holds, and Congressional requests.
- Preparing memoranda or other documents related to policy or legal issues involving document management.
- Developing a thorough knowledge of the technical capabilities of a case tracking system; serving as a liaison between staff in the Office of the General Counsel using the systems and IT professionals; and providing technical assistance, training, and legal support for staff using those systems.

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/xxsSm> and apply online at <https://sec.usajobs.gov/GetJob/ViewDetails/444250200/>. 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