



U.S. Securities & Exchange Commission

Vacancy Announcement

Job Title	Supervisory Attorney Adviser
Location	Washington, DC
Compensation	\$127,761 - \$214,061 / Per Year
Position Number	16-EX-1796159-FB
Application Deadline	September 23, 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

- Serve as Branch Chief overseeing legal policy and planning for the Enforcement Division's records management initiatives, information management, budgeting, and office space planning.
- Supervise and coordinate work assignments, provide authoritative guidance and leadership, and work closely with the OPP Assistant Director; staff from the Office of Chief Counsel (OCC); and other SEC members in and outside of the Enforcement Division to develop and maintain a vibrant records and information management program.
- Participate in intra-agency working groups including key stakeholders in the various regional offices, and represent the Enforcement Division in records and information management matters.
- Support the Enforcement Division's budget formulation, request, and administration process in coordination with regional offices, and partnering organizations, such as OCIE, OFM, OHR, OCOO and OIT.
- Draft policy and procedure documents; prepare reports and presentations for review by managers, Senior Officers, and other professional staff in support of the major program.
- Advise management on space planning initiatives as well as work with staff, OIT, Facilities, OHR and union representatives on office space issues.

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 and/or to apply online, please visit <http://go.usa.gov/xZGyQ>. 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