



UNITED STATES DEPARTMENT OF COMMERCE

Office of the General Counsel

OFFICE OF THE CHIEF COUNSEL FOR INTERNATIONAL COMMERCE

Washington, D.C. 20230

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Office of the Secretary

Office of the General Counsel

Office of Chief Counsel for International Commerce

Location: Washington, DC

Position Title: Attorney Advisor (GS-12; Excepted Service)

Posted: November 9, 2020

Application Period Open Through: November 23, 2020

Salary Range: \$86,335 - \$112,240 per year

- **Duties**

Summary

The U.S. Department of Commerce (DOC), Office of the General Counsel, is seeking an attorney to join the Office of the Chief Counsel for International Commerce (OCCIC). OCCIC provides legal support to the International Trade Administration (ITA) on a wide variety of international trade and investment issues, including export and investment promotion, electronic commerce and digital trade and privacy, government procurement, international antitrust, intellectual property, international standards, and anticorruption. OCCIC attorneys routinely participate in international negotiations and support efforts to monitor compliance with these commitments. OCCIC attorneys identify legal solutions that enable ITA to advance U.S. economic growth and strengthen U.S. industry's global competitiveness.

OCCIC is strongly committed to its mission, public service, diversity, inclusion, and collegiality. The office prides itself on its creativity, dedication and track record of excellent legal service and counsel. For more information about the Office of Chief Counsel for International Commerce, please visit <https://ogc.commerce.gov/collection/office-chief-counsel-international-commerce>.

Responsibilities

As a GS-12 Attorney Advisor in OCCIC, you will, among other things:

- Serve as a legal advisor to the International Trade Administration (ITA) concerning the interpretation and application of U.S. and international law and international trade and investment agreements, including by reviewing documents prepared by ITA for legal issues.
- Support ITA in working with other U.S. Government agencies on trade and investment policy, trade negotiations, monitoring compliance by foreign trading partners, and trade compliance and enforcement actions.
- Advise on matters relating to export and investment promotion programs and activities.
- Analyze U.S. law, U.S. trade and investment agreements, and foreign trade agreements, laws, regulations, and policies.
- Coordinate with legal offices in other parts of the Commerce Department and in other U.S. Government agencies.

- Perform duties on a range of legal issues that will vary in legal and factual complexity, often of a novel nature and with limited if any applicable precedents.
 - With minimal supervision, conduct research, develop legal strategies, and develop and present recommendations to policy officials.
 - Work on matters that can have an important impact on U.S. industry and the U.S. economy.
 - Thoroughly and thoughtfully research and develop legal options in a fast-paced environment with short deadlines.
- **Requirements**

Conditions of Employment

- You must be a U.S. citizen.
- You must be registered for Selective Service, if applicable.
- You must be suitable for Federal employment. You will be required to complete a background investigation and fingerprint check.
- You will be required to access national security information and you must be able to obtain and maintain a Secret Clearance. (For more information, please see <https://www.commerce.gov/osy/programs/personnel-security/background-investigation-requests>)
- You will be required to submit a Confidential Financial Disclosure on an annual basis (For more information, please see: <https://www.oge.gov/Web/oge.nsf/Resources/OGE+Form+450>).
- Applicants may be required to undergo drug testing prior to selection (For more information, please see: <https://www.commerce.gov/hr/employees/drug-free-workplace>).
- A two-year trial period is required.

Qualifications

To be considered for this position, applicants must have a demonstrated interest in international economic or commercial matters and a minimum of one year of specialized professional legal experience interpreting and advising on U.S. and international law, particularly as these impact U.S. international trade, commercial and investment policy. For purposes of this position, specialized professional legal experience may consist of paid or unpaid experience post bar-admission, including Federal or State Government experience, law firm or legal practice, judicial clerkship, and/or unpaid or volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social).

We are seeking a candidate with the following additional qualifications: strong, research, editing and writing skills; effective analytical and reasoning skills with respect to identification and recommended minimization of legal risk; professional communication skills needed to successfully engage with peers, colleagues, supervisors and clients; ability to handle and be responsible for a variety of assignments with short, time-critical deadlines; and interpersonal communication skills suitable for successfully working on a team on projects that require legal analysis. We are also seeking a candidate with familiarity or experience with Government work, or other demonstrated interest in public service, and a demonstrated ability to meaningfully contribute to OCCIC's workplace culture.

Education

Applicants must possess a Juris Doctor (J.D.) degree or Master of Laws (L.L.M.) degree from an ABA accredited law school. Official or unofficial transcripts must be submitted with your application package.

- **Required Documents**

A complete application consists of the following:

- Cover letter demonstrating interest in international economic or commercial matters.
- Resumé detailing relevant experience, skills, education, and qualifications.
- Copy of law school transcript (unofficial copy is sufficient, but official copy must be submitted before appointment).
- Writing Sample. Seven pages or less, preferably on an international trade or investment law issue or administrative law topic.
- Certificate of bar membership and proof of good standing. You must be an active member of the Bar in one or more states, the District of Columbia, a U.S. territory, or the Commonwealth of Puerto Rico. (Prior to receiving a formal offer, you will be asked to provide a certificate of bar membership and proof of good standing.)

For current and former Federal employees: For prior work in Federal service, please include the grade level for the position(s) on your resumé. You must submit a copy of your most recent SF-50, Notification of Personnel Action, which shows competitive or excepted service appointment and salary.

- **How to Apply**

Please submit your application for this position on or before November 23, 2020. Applications will be considered on a rolling basis until the position is filled.

Please submit applications to OCCIC@doc.gov and include “GS-12 Attorney” in the subject field.

- **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Information about benefits available for U.S. Department of Commerce employees can be found at <https://www.commerce.gov/index.php/hr/employees/benefits>.

As a Federal employee, you may be able to enroll in health, dental, vision and life insurance, flexible spending accounts, and apply for long term care insurance at preferred rates. For more information, please visit <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>.

The Department of Commerce is committed to providing a work environment that is healthy and considerate of employees’ work and personal life responsibilities and obligations, and we offer numerous programs to support these efforts. For more information see <https://www.commerce.gov/hr/employees/work-life-balance>.

For more information about the Office of Chief Counsel for International Commerce or about this position, please contact the recruitment coordinator for this position, Supervisory Senior Counsel Glenn Kaminsky via OCCIC@doc.gov.