

Job Title: Deputy Assistant General Counsel for Administration and Transactions
Department: Department Of Commerce
Agency: Office of the Secretary
Job Announcement Number: OS/OGC-2016-0010

<https://www.usajobs.gov/GetJob/ViewDetails/429413300>

Office Of The Secretary

Deputy Assistant General
Counsel for Administration and
Transactions

www.usajobs.gov

SALARY RANGE: \$123,175.00 to \$185,100.00 / Per Year

OPEN PERIOD: Thursday, February 11, 2016 to Thursday, March 3, 2016

SERIES & GRADE: ES-0905-00

POSITION INFORMATION: This is a Full-Time position in the Senior Executive Service (SES). - This is a Permanent SES position.

DUTY LOCATIONS: 1 vacancy - Washington DC, DC [View Map](#)

WHO MAY APPLY: Applications will be accepted from All Qualified Individuals

SECURITY CLEARANCE: Secret

SUPERVISORY STATUS: Yes

JOB SUMMARY:

[About the Agency](#)

The Office of General Counsel is looking for an energetic, innovative legal officer who will enjoy working in a dynamic and mission driven organization as Deputy Assistant General Counsel for Administration and Transactions. The ideal candidate will have experience applying forward-thinking leadership in promoting and implementing a vision that fosters organizational excellence. This position requires an in-depth knowledge of legal services in the fields of administrative law, contract, finance, procurement, and real property; a keen customer-focused orientation; and a consultative mind-set. The incumbent will lead legal programs and services, including management, development and implementation of strategies that anticipate customer needs, and the execution of vital change initiatives.

This position is located in the Office of the Assistant General Counsel for Administration and Transactions and reports directly to the Assistant General Counsel. The mission of the office is to provide advice, counsel, and representation on all transactions and legal matters involved in and concerned with the administration and management of the U.S. Department of Commerce. (The Assistant General Counsel is also responsible for overseeing the Ethics Law and Programs Division, whose staff members collect and review financial disclosure reports, advise Department employees on conflict of interest statutes and regulations, and conduct ethics training.)

TRAVEL REQUIRED

- Occasional Travel
- Position may require some travel (25% or less)

KEY REQUIREMENTS

- Background and/or Security Investigation required.
- Subject to pre-employment and employment random drug testing.
- Public Financial Disclosure (SF-278 filing within 30 days is required).
- Incumbent maybe subject to geographically mobility.
- This position has an educational requirement.
- Must possess a J.D. or LL.B degree from an accredited law school.

DUTIES:

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The Deputy Assistant General Counsel for Administration and Transactions serves as the principal advisor to the Assistant General Counsel for Administration and Transactions, providing guidance concerning, and supervision over, four of the divisions of the Office of the Assistant General Counsel:

- Contract Law Division – which provides legal guidance and representation to the Department’s contracting and program officials regarding procurements, which collectively account for approximately half of the Department’s annual budget, including: providing advice in developing an acquisition strategy; participating in the Milestone Review Board process for major acquisitions; advising source selection boards; participating in debriefings of government contract offerors; advancing the Department’s position when disagreement arises and participating in negotiated dispute resolution; defending the protests of the Department’s procurement decisions before the Government Accountability Office; defending the Department’s position in contract disputes before the Civilian Board of Contract Appeals; assisting the Department of Justice’s defense of procurement actions filed in the United States Court of Federal Claims; advising the Senior Procurement Executive on acquisition policy; and representing the Department’s Suspension and Debarment Official;
- Federal Assistance Law Division – which advises the Department’s Grants Officers and Program Officials on all award documents, administrative matters, disputes, suspensions, terminations, cost disallowances, audit resolutions and audit appeals; represents the Department on all federal assistance matters before the Government Accountability Office; and assists the Department of Justice in litigation involving claims under grants, cooperative agreements, loans, loan guarantees and subsidies;
- General Law Division – which provides advice and representation in all areas of administrative law including: the Antideficiency Act, the Federal Advisory Committee Act, appropriations law, conferences, Government property, intellectual property, logos, official travel, the Privacy Act, the Paperwork Reduction Act, the classification and protection of records classified for national security reasons; printing; publishing and advertising and records management; and
- Real Property and Environmental Law Division – which advises Department officials on all aspects of real property transactions and provides legal services to support agency acquisition, management, use and disposal of real property, and related energy conservation, environmental management and compliance, safety, and security issues; it also advises on the treatment of historic and cultural properties, and Native American and Tribal matters and represents the Department in all real property matters before the Civilian Board of Contract Appeals, the Government Accountability Office, and in transactions with the General Services Administration and the Department of State and serves as the Department liaison with the Department of Justice in litigation before Federal courts.

QUALIFICATIONS REQUIRED:

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To meet the minimum qualification requirements for this position, you must show in your Resume that you possess all of the Executive Core Qualifications and Professional/Technical Qualifications listed. These qualifications would typically be acquired through education, experience, and training which reflect progressive development and executive potential. An individual's total experience must demonstrate possession of the executive core and professional/technical qualifications to perform the duties of this position. Applicants must meet all of the qualification requirements by the closing date of this announcement.

Applicants do not need to submit any separate narrative response to address the Executive Core Qualifications (ECQs) listed below:

ECQ 1 - LEADING CHANGE: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

(Competencies: creativity and innovation, external awareness, flexibility, resilience, strategic thinking, vision)

ECQ 2 - LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

(Competencies: conflict management, leveraging diversity, developing others, team building)

ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

(Competencies: accountability, customer service, decisiveness, entrepreneurship, problem solving, technical credibility)

ECQ 4 - BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial, and information resources strategically.

(Competencies: financial management, human capital management, technology management)

ECQ 5 - BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

(Competencies: partnering, political savvy, influencing/negotiating)

Applicants do not need to submit any separate narrative response to address the Professional Technical Qualifications (PTQs) listed below:

PTQ 1 - Executive experience working with senior policy officials to identify and address legal issues involved in developing and implementing high profile programs of interest to Congress and the public.

PTQ 2 - Executive experience in planning, implementing and supervising legal work, providing sound and timely legal counsel on procurement and nonprocurement transactions.

PTQ 3 - Executive experience in supporting trial and appellate litigation involving commercial litigation and other matters involving government contracts and grants in Federal Courts.

This position and/or series has an educational requirement.

Applicants must be a graduate from a law school accredited by the American Bar Association in possession of a J.D. or LL.B. degree (law degree) and must be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar. Applicants are required to **submit only a Resume** which should provide detailed evidence of how they meet the Executive Core Qualifications (ECQs) and the Professional/Technical Qualifications (PTQs).

Applicants currently serving under a career Senior Executive Service (SES) appointment, are eligible for reinstatement into SES, or have successfully completed a SES Candidate Development Program (CDP) approved by OPM are not required to be evaluated on the ECQs.

If selected for the position as your initial career SES appointment, you will be required to submit a written narrative statement addressing all of the Executive Core Qualifications (ECQs). The Department of Commerce will work with the selectee to develop the appropriate ECQ narrative for QRB certification, as needed.

For detailed guidance on ECQs, applicants are strongly encouraged to review the Office of Personnel Management's Guide to Executive Qualifications at <http://www.opm.gov/ses/recruitment/ecq.asp>

HOW YOU WILL BE EVALUATED:

All applicants will be evaluated by an Executive Resources Board (ERB) rating panel of senior managers to determine the degree to which they possess the executive core and professional/technical qualifications, and top/best qualified candidates may undergo a series of interviews and a reference check. All applicants will be evaluated on the quality and extent of their total accomplishments and experience related in their resume. The ERB rating panel will make recommendations on final selections to the appointing authority. Persons tentatively selected for appointment to SES positions must be approved by the Office of Personnel Management. To assist Reviewing Officials in determining the "Best Qualified" candidates, applicants are encouraged to include in their resume, clear and concise examples of activities or tasks undertaken by the applicant that shows the scope and quality of work experience, accomplishments, and/or executive potential.

To preview questions please [click here](#).

BENEFITS:

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You can review our benefits at: <http://www.opm.gov/healthcare-insurance/>

OTHER INFORMATION:

Background Investigation: This position requires a Secret security clearance and is designated as critical-sensitive, requiring that a background investigation be conducted and favorably adjudicated in order to establish security eligibility.

Financial Disclosure: This position is covered under the Ethics in Government Act, which requires comprehensive financial disclosures from employees. The appointee will be required to file a Public Financial Disclosure Report (SF-278), within 30 days after his/her appointment, and then annually thereafter.

Qualifications Approval and Probationary Period: Persons newly selected for career appointment to the Senior Executive Service must have their executive core qualifications approved by an Office of Personnel Management Qualifications Review Board and will be required to serve a one-year probationary period.

Mobility: Individuals selected for Senior Executive Service positions may be subject to reassignment across geographical, organizational, and functional lines.

Drug Testing: Applicants tentatively selected for employment in any position are subject to designated and/or random pre-employment and employment urinalysis. Applicants who refuse to be tested will be denied employment and/or removed from employment with the Department of Commerce.

The materials you send with your application will not be returned.

Veterans' preference is not applicable to positions in the Senior Executive Service.

Please DO NOT put your Social Security Number (SSN) on pages within your application package. Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY:

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Applicants must complete and submit a Resume/Application online at the Office of Personnel Management (OPM) USAJOBS website at <https://www.USAJOBS.gov>. An account must be established at the OPM website following the instructions provided in order to apply for the position. Once you have completed the USAJOBS process, you will be re-directed to the Monster Government Solutions system to complete your application process; answer the online questions, and submit all required documents. **Resumes/Applications submitted other than the USAJOBS online application WILL NOT BE CONSIDERED under this announcement.**

Your Resume/Application and all supporting documents must be received by 11:59 pm Eastern Standard Time (EST) on the closing date of this announcement. Applicants applying on-line for this position will be able to apply until 11:59 pm Eastern Standard Time (EST) on the closing date of this announcement. Please allow adequate time to complete your application.

If you encounter technical difficulties during the process, please call 1-877-662-7730 Monday through Friday, 7:00 a.m. to 5:00 p.m. EST (excluding Federal holidays) for assistance. If you have technical difficulties applying to the vacancy on the USAJOBS website, click on Contact USAJOBS. It is suggested that you do not wait until the last day to apply for a vacancy announcement. We will not accept applications other than those submitted through USAJOBS.

As the Applicant, it is your responsibility to verify that information entered, uploaded, and submitted is received and is accurate.

A complete application package consists of the following:

1. Detail Resume/Application (created during the registration process) and responses to the online job questions submitted via this website. Your resume must include the following information:

a. Your full name, mailing address (including zip code), and day and evening telephone numbers.

b. Paid and Non-paid job-related work experience. For each job listed you are to provide:

(1) Job title

(2) Duties and accomplishments

(3) Employers' name and address

(4) Supervisor's name and phone number

(5) Starting and ending dates (month and year)

(6) Hours per week

(7) Salary

(8) If Federal; Title, Series, and grade/pay band

c. Education. Provide name, city and state of all schools attended; i.e., colleges and universities,

vocational, trade, business, technical. Provide dates of attendance, major, and type and year of any degrees received. Report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. For more information, you may refer to the following website: <http://www.ed.gov/admins/finaid/accred/index.html>

d. Other Job Related Qualifications Information: Provide training courses, special skills you possess, certificates and licenses, honors, awards, special accomplishments, etc., applicable to the position.

2. For current Federal employees: You must submit your most recent SF-50 (Notification of Personnel Action) that shows your current tenure, position title, series and grade level. For current Senior Executives or individuals with SES reinstatement eligibility: You must submit your most recent SF-50 (Notification of Personnel Action) that shows career appointment in the SES.

The Selectee will be required to provide documentation of an active membership in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

The Department of Commerce provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Ruthie B. Stewart, the servicing Human Resources Specialist, either by e-mail at rstewart@doc.gov or by telephone at 202-482-3130.

The decision on granting reasonable accommodation will be on a case-by-case basis. TTY users may contact us via the Federal Relay Service, 1-800-877-8339.

REQUIRED DOCUMENTS:

In addition to your online Resume/Application, the following documents must be submitted and received by 11:59 p.m. Eastern Standard Time (EST) on the closing date of this announcement:

1. Resume (uploaded as attachment or USAJOBS resume created with USAJOBS Resume Builder)
2. For current Senior Executives or individuals with SES reinstatement eligibility: You must submit your most recent SF-50 (Notification of Personnel Action) that shows career appointment in the SES.
3. For current Federal employees: You must submit your most recent SF-50 (Notification of Personnel Action) that shows your current tenure, position title, series and grade level.
4. For Senior Executive Service Candidate Development Program (SESCDP) Graduates: You must submit your SESCDP OPM-Certification documentation.

Applicants who fail to submit requested documents WILL NOT receive consideration for this position. Application will result in an "Incomplete" rating.

If you are unable to upload documents, you may FAX your documents using the instructions below. Please fax with the appropriate cover sheet. Please refer to the fax cover sheet for the fax number. Each document must be dialed and faxed in separately as each sheet includes an identification number, which ensures your document is processed correctly.

FAXING INSTRUCTIONS:

Please fax legible documents using the appropriate coversheet. Documents may be faxed at any time during the open period of this announcement by going to <http://www.usajobs.opm.gov>

- 1 . Log into MYUSAJOBS
2. Click on "Applications"
3. Locate the vacancy you applied to
4. Under "Applicant Status" column, click on "More Information"
5. Select "View/Generate Fax Cover Sheet" and click "Continue"

Do not submit any additional information that is not required: Extraneous materials such as award certificates will not be considered.

If you do not have access to the internet, please contact the Human Resources Specialist listed on this vacancy announcement for alternate methods of application.

AGENCY CONTACT INFO:

Ruthie B. Stewart

Phone: 202-482-3130

Fax: 202-482-2922

TDD: 1-800-877-8339

Email: rstewart@doc.gov

Agency Information:

OFFICE OF THE SECRETARY

1401 Constitution Ave. NW

Rm 51002

Attn: Human Resources

Washington, DC

20230

US

Fax: 202-482-2922

WHAT TO EXPECT NEXT:

The Office of Executive Resources will provide notification of applicant status through periodic emails at the four points of the hiring process, as applicable, in a timely fashion. The four points of notification are: Application Received; Minimum Qualification Requirement Met or Not Met; Panel Rating of Best Qualified (Application referred to the Selecting Official) or Panel Rating of Qualified/Not Qualified (Application not referred to Selecting Official); and Selected or Not Selected.

Applicants can check the status of their application at any time after the announcement closes by accessing USAJOBS website.

Select "My USAJOBS" and enter your ID and password. Click the link titled "Applications" and select the link under "Application Status" next to the name of the announcement. Your status will be updated as changes occur. If you have any questions, you may contact the Human Resources Specialist at the telephone number listed in the announcement.

