



Job Opportunity Counsel/Investigator

Vacancy Number 2020-06

Closing Date Open until authorized

Location Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20009

Grade NF 12/13

Apply: <https://appalachianregionalcommission.applytojob.com/apply/igyCwq5eFt/IG-CounselInvestigator>

About the Appalachian Regional Commission

The Appalachian Regional Commission (ARC) is an economic development agency of the federal government and 13 state governments focusing on 420 counties across the Appalachian Region. ARC's mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. www.arc.gov

About the Office of Inspector General

The Inspector General (IG) reports to the full Commission and the Congress. The mission of the Office of Inspector General (OIG) is to promote and preserve the effectiveness, efficiency, and integrity of the Commission. As an independent office within the Commission the Inspector General has access to all records of the Commission and determines the nature, timing, and extent of all audits, reviews, and investigations to be conducted. This position reports directly to the Inspector General.

Duties and Responsibilities

The incumbent is responsible for all legal work tasks for the Office of Inspector General (OIG) under the direction of the Inspector General (IG), with latitude for judgment and discretion. The incumbent of this position is responsible for providing legal advice and support to the Inspector General on audit, investigative, and administrative issues. The incumbent may be asked to review the work products of OIG staff to ensure the accurate presentation of facts; legal sufficiency of documents and reports; and the soundness of any findings, advice, and recommendations. The incumbent is also responsible for the OIG's investigative function, which includes planning, organizing, and conducting all investigations arising under the jurisdiction of the Inspector General Act, as amended (the Act).

Responsible for providing legal advice to the Inspector General on all OIG matters. These matters may pertain to criminal, civil, and administrative investigations conducted under the purview of the OIG, including, but not limited to, those involving investigative jurisdiction, law enforcement authorities, grant administration, administrative and criminal allegations; and other related matters. The incumbent may work with federal, state, and local criminal prosecution authorities, as well as enforcement agencies and officials.

Prepares for referral, to the Department of Justice, information obtained during an investigation, or other means, indicating possible violations of federal statutes or regulations. Further, the incumbent prepares for trial of cases involving such probable violations.

Clearly and concisely documents work performed on hotline complaints and investigations. Upon the completion of preliminary inquiries of hotline complaints, and investigations, the incumbent prepares a report of conclusions, findings, and recommendations, when appropriate.

Conducts OIG investigations under the supervision of the Inspector General. The incumbent will plan, organize, and conduct investigations of complex, sensitive, and critical matters. In conducting the investigations, the incumbent interviews targets, grantees, witnesses, and informants; obtains sworn statements; gathers documentary evidence, and executes subpoenas, when necessary. The incumbent is responsible for analyzing testimony and documentary evidence and draws conclusions about the quality of the evidence to prove criminal, civil, or administrative violations.

Performs legal research of grants, laws, regulations, policies, and procedures relating to audit, investigative and administrative matters, and provides oral and written legal interpretation of such matters to the Inspector General.

Drafts policies, directives, procedures, and regulations pertaining to the OIG. The incumbent will analyze proposed legislation and regulations as required by the Act, and assist in formulating the Inspector General's position on the same.

Actively participates in the Council of Counsels to the Inspector General, and interacts with other professional organizations within the OIG community.

Assists in the preparation of reports to the Commission, the Congress, the Office of Management and Budget, and other appropriate entities. The incumbent may assist in the preparation or evaluation of proposed Congressional and other testimony to be given by the Inspector General.

Informs the Inspector General of potential problems or controversial matters and suggests options and solutions.

Assists the Inspector General and the other OIG staff with fieldwork on audits, inspections, and evaluations of the Commission's programs and operations.

Develops and facilitates training sessions to ARC employees and contractors designed to prevent fraud, waste and abuse. The incumbent will be responsible to develop and conduct outreach efforts to the ARC program and operations offices, as appropriate.

Performs other duties as assigned.

Qualifications

The incumbent must possess formal legal training and be an active member of the Bar. The position requires an understanding of professional ethical standards and grant administration.

The incumbent is required to exercise sound judgment and originality in dealing with technical legal problems as they arise. Effectiveness is required in both written and oral presentation, such as the ability to present ideas clearly, forcefully, concisely, and logically.

The incumbent must have the ability to gather, assemble, and analyze facts and allegations, and determine their acceptability and completeness.

Knowledge and skill are also required to provide expert advice on ARC Code, policy, and procedures as well as government-wide regulations that may impact Commission operations.

Adaptability – ability to accept and apply changes to work processes, information, team; recovers quickly from setbacks and finds alternative ways to reach goals or targets; navigates change through positive communications and supportive actions

Communicating – selects appropriate and effective way to communicate to audiences in diverse situations; listens actively and asks questions to understand other perspectives or confirm understanding; awareness of and responsive to verbal and non-verbal communication styles; provides status updates which reduce or eliminate the need for follow up from requestor; ability to translate technical information to non-technical colleagues

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical information that is appropriate for the intended audience; produces written material that is timely, accurate, succinct and relevant to recipient's needs.

Collaboration - ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources; treats others with respect, dignity, and professional courtesy; values the contributions of others through listening, sharing relevant information and considering new ideas; affirmatively shares lessons learned and relevant information.

Critical Analysis - ability to identify, research, analyze, design, manage and communicate data and outcomes sufficiently to various audiences to accomplish work outcomes; develops, recommends, and/or implements innovative and effective approaches to solve problems.

Accountability – makes best use of resources to accomplish work priorities; takes responsibility of balancing quality with deadlines; takes appropriate action(s) to fulfill commitments to others; owns, acknowledges and corrects mistakes; immediately communicates updates and changes to others

Position requires successful adjudication of background security review

Position requires travel, approximately 25%

Salary and Benefits

ARC offers a collaborative work environment, a convenient location near Dupont Circle, and a competitive benefits package which includes health insurance, retirement, paid time off, commuting subsidy, professional development, etc. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he or she may be able to continue his or her retirement and life/health insurance benefits. ARC generally follows the General Schedule Salary Table of the Federal government. ARC's grades denoted by "NF" are equivalent to the federal grade(s) on the GS chart.

ARC is an equal employment opportunity employer and endeavors to make reasonable accommodations to the known physical or mental limitations of qualified applicants with a disability unless the accommodation would impose an undue hardship on the operation of ARC's business. If an applicant believes he or she requires such assistance to complete the application or to participate in an interview, he or she should contact Allison Thiriez. If an applicant has any questions or concerns, he or she should reach out to Allison Thiriez at 202.884.7712 or at hr@arc.gov