



## Government Publishing Office-Office of the Inspector General Attorney-Advisor(General)

<b>Pay scale &amp; grade</b>	PG 15
<b>Salary</b>	\$134,789 to \$164,200 per year
<b>Service</b>	Excepted
<b>Appointment type</b>	Permanent
<b>Work schedule</b>	Full-Time

This position is part of the Office of the Inspector General (OIG), Government Publishing Office (GPO) in Washington, District of Columbia.

### **Responsibilities**

As an Attorney-Advisor(General), your typical work assignments may include the following:

- As Counsel to the Inspector General, the incumbent serve as advisor on all matters relating to internal agency operational management, legislative relations with Congress, and provides independent legal advice and assistance to the Inspector General (IG).
- As the principal legal advisor to the IG, provides expert and timely legal advice to the IG, OIG senior managers, and OIG senior managers, and OIG staff on a wide range of complex and difficult audit and investigative issues, including highly sensitive and controversial legal problems that affect major, critical operations of the GPO and GPO-OIG.
- Reviews proposed and/or existing legislation, regulations, and guidelines relating to the operations of GPO and makes recommendations to the IG on their efficiency, impact, and/or prevention of fraud, waste, and abuse. Recommends to the IG legislation, policies, and directives on matters relating to (a) the

promotion of economy and efficiency in GPO programs and operations or (b) the identification and prosecution of participants in fraud or abuse. As necessary, drafts legislation, regulations, or directives recommended by the IG. Subsequent to review of such current or proposed legislation, regulations, or guideline, ensure that OIG staff performs adequately in accordance with changes or new initiatives that might potentially impact their respective audit and/or investigative work.

- Assists the IG in developing legal strategies, if necessary, and interprets the IG Act and the Inspector General provisions of Title 44 for use in sensitive and complex OIG investigations, inspections, and audit activities and relations with GPO management involving legal and regulatory matters.
- Conducts extensive independent legal research and analysis into the most complex and difficult questions of criminal, civil, and administrative law and procedure; prepares memoranda, reports, correspondence, and where litigation is undertaken, assists in the preparation of briefs, motions, and other pleadings in coordination with the Department of Justice.

Travel Required Occasional <25%

Supervisory status No

Promotion Potential GS-15

### **Qualifications**

To qualify for the Attorney-Advisor (General), PG -0905-15, you must meet the following requirements.

To qualify for the Attorney Advisor (General), you must meet the mandatory Basic Requirements and Specialized experience below:

## **BASIC REQUIREMENTS:**

- **Education:** You must have successfully completed a full course of study in a school of law accredited by the American Bar Association (ABA) and possess a professional law degree (LLB.; JD., LL.M.); **and**
- **Bar Membership** You must currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico. You are required to disclose any current allegations or previous findings of ethics, judicial, or other professional misconduct by any state bar or attorney disciplinary committee.

## **SPECIALIZED EXPERIENCE:**

- In addition to meeting the Basic Requirements above, you must possess at least four years of professional legal experience relevant to the duties of the position following law school graduation. Specialized experience is defined as: Performing professional work as a licensed attorney providing advice in an Inspector General's office, or a federal or other government agency, or in a law firm, or private sector organization with an annual operating budget of at least \$25 million. Candidate must have four (4) years of specialized experience as described above following law school graduation.
- Note: Law Clerk experience is not qualifying for the experience requirements above. Experience must be as a licensed attorney in order to be creditable.
- All qualification requirements must be met prior to the interview date of this announcement in order to be considered.
- Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and

skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

- All qualification requirements must be met prior to interview date, if selected for an interview.
- Experience with Council of the Inspector General on Integrity and Efficiency (CIGIE) operations, standards, and practices are considered favorably for the applicant.
- Familiarity with the Legislative Branch IG Independence Act of 2019 is considered favorably for the applicant.

**Contact:** Tony Baptiste Acting Deputy Inspector General  
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