The U.S. Government Publishing Office (GPO)

General Position Information

Job Title: Attorney-Advisor (General) (Counsel to the Inspector General), PG-0905-15

Salary: $137,849 to $166,500 per year

Service Type: Excepted service

Opening Date: December 2, 2019

Close Date: Remain open until Filled

Who May Apply: Open to current Federal Employee, Excepted Service Attorney-Advisor, PG/GS-905-15. This is a lateral transfer opportunity.

Division: Inspector General Office

Duty Location: 732 North Capitol St NW, Washington, DC, walking distance of Union Station.

Security Clearance: Top Secret

Telework: Yes as determined by agency/office policy

Relocation Expenses: No

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.

Travel Required: Occasional travel - You may be expected to travel for this position

Summary

Government Publishing Office, GPO - is the Federal Government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. The GPO is responsible for the production and distribution of information products and services for all three branches of the Federal Government, including U.S. passports for the Department of State as well as the official publications of Congress, the White House, and other Federal agencies in digital and print formats. GPO provides for permanent public access to Federal Government information at no charge through www.govinfo.gov and partnerships with approximately 1,140 libraries nationwide participating in the Federal Depository Library Program. Additional information regarding GPO is available at www.gpo.gov.

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Responsibilities

This position is in the Office of Inspector General (OIG) and part of the Government Publishing
Office (GPO). The OIG provides wide-ranging support on all phases of Inspector General (IG) oversight to combat fraud, waste and abuse and encourage efficiency and economy. The incumbent is responsible for providing administrative management, independent professional legal counsel, advice, and services required by the Inspector General, senior managers, supervisors, and OIG staff to fulfill the statutory duties and responsibilities under the Government Printing Office Inspector General Act (Act) of 1988, as amended, 44. U.S.C. 3901, et seq., and the Inspector General Act of 1978, as amended, 5 U.S.C. app. The issues addressed generally concern (1) criminal, civil, and administrative investigations, audits, inspections, operations reviews, legislation, regulations, policy, procedures, and complaints; (2) interactions with high-level Agency officials on policies, programs or functions; (3) interactions with Federal, state or local authorities, including the Department of Justice and other prosecuting and law enforcement authorities; and (4) Congressional and public inquiries. Also serves as confidential advisor to the IG, providing advice and input on policy, personnel, budget, administrative, and ethics matters affecting the OIG and OIG staff.

As the principal legal advisor to the Inspector General, provides expert and timely legal advice to the IG, OIG senior managers, and OIG staff on a wide range of complex and difficult audit, inspection and investigative issues, including highly sensitive and controversial legal problems that affect major, critical operations of the GPO.

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.

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. The incumbent also provides advice in conferences and strategy meetings of the IG on legal matters concerning audits, investigations and other functions and activities of the OIG, GPO, or Congress.

The incumbent is responsible for reviewing, and where necessary, preparing all subpoenas, and other such requests, for legal sufficiency and advising the IG regarding same. Ensures the proper completion and filing of legal documents in cases under review.

Conducts extensive independent legal research and analysis into the most complex and difficult questions of criminal, civil, and administrative law and procedures; 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. The incumbent may assist United States Attorneys and represent the IG at judicial proceedings for the enforcement of subpoenas or the obtaining of court orders in furtherance of the investigations, inspections, and audits conducted by and on behalf of the OIG.

Represents the IG at various professional meetings and serves as the OIG representative at the Council of Counsels to the Inspector General (CCIG). Interacts on legal and legislative matters with the IG, other agencies, the Executive Council on Integrity and Efficiency (ECIE) and counterparts in other Federal agencies. Identifies and integrates key legal issues and legislation affecting the Agency including political, economic, social, technological, and administrative factors affecting the functions and work of the OIG.

The incumbent responds to queries or requests for formal reports by Congressional Committees ensuring that reports are accurate, prepared in a timely manner, and fully responsive, and may personally prepare some such reports. Reviews comments from other GPO components and prepares
an independent OIG view or finding. The incumbent assists with preparation of IG testimony and aids in the preparation of IG appearances, when requested and approved, before committees of Congress.

The incumbent is results driven and demonstrates competency in implementing change, business acumen and building coalitions/communications. Performs other related duties as assigned.

**Basic Requirements:**

Must have earned a professional law degree (J.D. or LL.B.) from a law school accredited by the American Bar Association, be an active member of the BAR, and have 4 years of professional legal experience with at least one year equivalent to the PG/GS-14.

Specialized Experience: The Inspector General Office (IGO) will evaluate eligible candidates based on the following criteria:

IGO will rate qualified applicants by comparing each candidate’s qualifications to those pertinent to the position. IGO will consider relevant skills and experience, education, and training, performance and awards. The skills and experience listed immediately below are of particular important to the position, and applicants should provide specific detailed information in these area, where applicable, as part of their application.

Seasoned judgment and experience, discretion, and an extensive knowledge of the Inspector General Act of 1978, as amended, relevant criminal and civil statutes, decisions of the courts and Comptroller General, federal rules of criminal and civil procedure, Administrative Law Decisions, OMB Circulars, GAO standards, and Agency policy and regulations.

Exemplary oral and written communication abilities. The incumbent must possess strong presentation skills as well as the ability to use appropriate automation tools in order to develop persuasive presentations, address diverse audiences effectively, represent the OIG in negotiations including high level Government officials, private sector representatives, senior agency managers, representatives from Congressional committees, and the public.

Knowledge of Congress, how to build relationships and rapport with Congressional members and staff. Incumbent should know how to work with a federal or state appellate/legislative prosecutorial office. Incumbent should know how to handle media contacts.

Ability to perform independently.

Note: This information must be supported in your resume to be considered for this position.

**A complete application package must include:**

- **RESUME:** Your resume, or other written form you choose to describe your job-related experiences are used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer.

- **LAW SCHOOL TRANSCRIPTS:** Submit a copy of your law school transcript (unofficial is acceptable). Applicants must be graduates of a law school accredited by the American Bar Association.

- **SF-50, NOTIFICATION OF PERSONNEL ACTION:** To be considered for this position, you must be a current or former Federal employee, GS-15 (or equivalent). Therefore, you must
submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential (if applicable) to verify your status and eligibility.

- **ATTORNEY BAR ADMISSION:** To be considered for this position, you must self-certify that you are a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

- **PERFORMANCE EVALUATIONS:** Copy of your most recent performance appraisal. If your performance appraisal is not dated within the last 24 months or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable. Failure to submit required documentation will disqualify you from consideration.

- **DD-214** - If you are claiming Veterans' Preference, provide a copy of your DD-214 (Member Copy 4) Certificate of Release or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge. Failure to provide this information may result in your application not receiving preference.

- **VA LETTER AND SF-15** - If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your DD-214 or other proof of entitlement as described above; and SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. Failure to provide this documentation may result in your application not receiving preference. (Please see Veteran eligibility documentation for more information on Veterans preference in federal hiring)

- **COVER LETTER:** A cover letter is required. Please include a brief synopsis of how you meet the specialized experience in your cover letter.

Failure to submit any of the above mentioned required documents may result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted.

**Note:** All documents should be in Adobe PDF format.

**Conditions of Employment:**

- U.S. Citizenship Required
- Selectees must pass a Pre-employment drug test prior to appointment
- Submit proof that you are a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
- Males born after 12/03/1959 must be registered for Selective Service.
- Subject to Financial Disclosure requirements
- Must be able to obtain and maintain Top Secret Clearance
- Time in Grade Requirements must be met

**TIME-IN-GRADE REQUIREMENTS:** Applicants must meet time-in-grade requirements to be considered eligible. Applicants must be currently serving as an Attorney PG/GS-905-15 in the federal Government.
Additional Information:

Employment of Relatives
Section 3110 of Title 5, U.S. Code, prohibits a Federal official from appointing, promoting, or advocating the appointment or promotion of a relative in the agency where the official is serving or exercises jurisdiction. In addition, Section 2302(b)(7) of Title 5, U.S. Code, makes it a "prohibited personnel practice" for a person in authority to "appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative." For further information visit: https://www.law.cornell.edu/uscode/text/5/3110 and https://www.law.cornell.edu/uscode/text/5/2302

Background Investigation:
To ensure the accomplishment of its mission, the GPO requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully completed a background investigation for a suitability. This review could include financial issues such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs. Depending on the type of background investigation required, the security process may take between 6 weeks to 12 months.

The Agency may rescind the tentative offer, if the candidate is unable to obtain an interim clearance.

Schedule A (Disability Appointment):
Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a "medical professional's" letterhead and signed.

Reasonable Accommodation:
This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process you must contact the HC Specialist on the vacancy announcement at least seven business days before the closing date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity Policy:
The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Work Life Balance:
The GPO offers Transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.) Telework, and Alternative Work Schedule (AWS).
Candidate Email Notifications:
- Receipt email of application package.
- Status of application eligible not eligible due to incomplete application package.
- Final Selection.

Where to Submit:
- Complete application package must be sent to: Antonio (Tony) Baptiste (Acting Deputy Inspector General) at tbaptiste@gpo.gov.