



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2009-05

Opening Date: March 23, 2009

Closing Date: April 20, 2009

Area of Consideration: All Sources - Nationwide

Position Title, Series,
And Grade Level: Attorney-Advisor
GS-0905-11/12/13/14
(May be filled at any of these grade levels)

Type of Appointment: Permanent

Number of Positions: Several

Salary Range: \$60,989 to \$133,543 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – 9th Floor
Washington, D.C. 20036-3457

Duties and Responsibilities: This position is a member of a team of Attorney-Advisors within the Office of the General Counsel. The primary purpose is to provide legal research, draft positions, opinions, memoranda and advice to the Review Commission in a variety of legal areas including: the Occupational Safety and Health Act, the Freedom of Information Act, ethics, privacy, procurement, the Administrative Procedure Act, Equal Employment Opportunity, etc.

Duties and responsibilities include:

- 1) Reviewing Petitions for Discretionary Review and preparing memoranda to advise Commissioners concerning whether review should be directed;
- 2) Preparing draft briefing notices, if issues are not apparent from the Direction for Review, and working with his/her Counsel and the General Counsel to obtain approval of the final briefing notice from the Commissioners;
- 3) Receiving assigned cases directed for review under section 12(j) of the Occupational Safety and Health Act. Thoroughly reviewing, screening, and studying the entire case file;

- 4) Preparing draft Decisional Memoranda (DMs) which address the issues raised by the Direction for Review, the briefing notice, the issues in the context of the Judge's decision, and the arguments of the parties;
- 5) Preparing draft decisions which are in accordance with the decision(s) of the Commissioners and conform to the votes taken at Agenda Meetings;
- 6) Performing special legal tasks to include conducting legal research, drafting legal opinions, and/or providing legal advice to the Counsel, General Counsel, and the Review Commission involving matters that arise out of or otherwise affect the Review Commission's mission or jurisdiction; and
- 7) When assigned, performing research, drafting legal opinions, and providing legal advice to the Counsel, General Counsel and Chairman regarding questions and issues concerning administrative laws and procedures impacting the Review Commission's administrative operations and employees to include such areas as: employment law, procurement/contracting law, Equal Employment Opportunity law and Equal Employment Opportunity Commission procedures, budget and reporting laws, U.S. Merit Systems Protection Board procedures, and other administrative law.

Qualification Requirements: Applicants must be a graduate from a full course of study in a School of Law accredited by the American Bar Association and be an active member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar. Applicants must also possess these minimum amounts of professional legal experience following law school: two years experience for GS-12, three years experience for GS-13, and four years experience for GS-14.

In addition to the qualification requirements listed above, applicants must address (on a separate sheet of paper) the following knowledge, skills, and abilities in order to be considered for the GS-12, GS-13 and GS-14 level:

1. Demonstrated ability to conduct complex legal research, engage in sound legal analysis, and present the results in a clear, precise, and persuasive manner, both in writing and orally.
2. Demonstrated ability in managing a caseload effectively, at negotiating and problem solving, possession of excellent initiative and judgment, and the ability to work well in a team-oriented setting.
3. Knowledge of or experience in one or more of the following: Occupational Safety and Health Law, labor/employment law, appropriations law, procurement law, personnel law, information disclosure law, ethics and conflict of interest, and interagency agreements.
4. Demonstrated ability in a trial and/or motions practice.

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other characteristics for this position.

How to Apply: You may send your application by mail, deliver it by hand, or e-mail it to lbeard@oshrc.gov. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to: Linda Beard, Human Resources Specialist
 U. S. Occupational Safety and Health Review Commission
 1120 20th Street, NW, 9th Floor
 Washington, DC 20036-3457
 Telephone Number: (202) 606-5393

To receive consideration, you must submit all of the following:

- Optional Application for Federal Employment, OF-612, **or** a Resume. [Note: Electronic versions of the OF-612 are available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. Regardless of the form you decide to submit, you must include the following information:
- Vacancy announcement number, and title and grade of the position for which the application is being made.
- Personal information: Full name, mailing address with zip code, day and evening phone numbers, social security number, country of citizenship, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: Colleges or Universities attended city and state, majors and type and years of any degrees.
- Work experience: Job title, duties, accomplishments, employer name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and whether or not your current supervisor may be contacted. [Please prepare a separate entry for each position held.]
- Other qualifications: Job-related training courses (title and year), job-related skills, job-related certificates and licenses, job-related honors, awards, and special accomplishments.
- Bar membership: State the jurisdiction(s) and date(s) of admission.
- Supplemental statement: On a separate sheet of paper, a statement describing your experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.
- Performance appraisal: A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.
- Transcript: A law school transcript if work experience as an attorney is for less than 2 years.

- Writing sample: A writing sample (no more than 15 pages).

All application materials must be received by the closing date of this announcement. Failure to provide complete information will result in the applicant not receiving consideration for this position. Please do not submit additional, unsolicited materials or original documents that you may need in the future. Applications will become part of the staffing case file and will not be returned.

General Information:

- Relocation expenses will not be paid.
- This is an excepted service appointment.
- All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.
- A preliminary security background check is required for this position.
- United States Citizenship is required.
- Applications will not be accepted in postage paid Government envelopes.

This position has no known promotion potential beyond GS-14. This position may be filled at the GS-11, GS-12, GS-13, or GS-14 level. If selection is made at the GS-11, GS-12, or GS-13 grade level, promotion to the GS-14 level may occur without further competition.

A pre-appointment certification statement of Selective Service registration must be completed and submitted by all **male** applicants born after 12/3/59, who are not currently serving on a permanent appointment in the Executive Branch of the Federal government.

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the U.S. The appointee will be required to complete Form I-9, Employment Eligibility Verification, and provide acceptable proof of employment authorization and identity.

The Review Commission provides reasonable accommodation to applicants with disabilities when appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, and membership, or non-membership in an employee organization.