



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2011-03

Opening Date: April 27, 2011

Closing Date: May 11, 2011

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: 2 vacancies

Salary Range: \$62,467 to \$136,771 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 Office's primary function is to provide legal support and advice to the Review Commission on cases arising under the Occupational Safety and Health Act, including research, memoranda and draft decisions. The Office also provides legal advice in a variety of other areas, including the Freedom of Information Act, ethics, privacy, procurement, the Administrative Procedure Act, and Equal Employment Opportunity.

Duties and responsibilities include:

- 1) Reviewing petitions for discretionary review and preparing memoranda to advise the Commissioners on whether review should be directed;
- 2) Handling cases directed for review under section 12(j) of the Occupational Safety and Health Act, including thoroughly reviewing and analyzing the case file;
- 3) Preparing draft legal memoranda addressing the issues raised in the case;
- 4) Preparing draft decisions pursuant to instructions from the Commissioners;

- 5) Performing special legal tasks, including legal research, drafting legal opinions, and/or providing legal advice to the Supervisory Counsel, General Counsel, and the Review Commission involving matters that arise out of or otherwise affect the Review Commission's mission or jurisdiction; and
- 6) On occasion, performing research, drafting legal opinions, and providing legal advice to the Supervisory Counsel, General Counsel and Chairman regarding questions and issues concerning administrative laws and procedures affecting the Review Commission's administrative operations and employees. These may include such areas as: employment law, procurement/contracting law, Equal Employment Opportunity law, budget and reporting laws, and U.S. Merit Systems Protection Board procedures.

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: one year of experience for GS-11; two years experience for GS-12, three years experience for GS-13, and four years experience for GS-14.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies:

1. Demonstrated ability to conduct complex legal research, engage in sound legal analysis and orally discuss legal issues logically, concisely and effectively.
2. Demonstrated excellence in writing, including the ability to draft legal analyses, in a clear, precise and cogent manner.
3. Demonstrated ability to manage multiple assignments, negotiate solutions to problems, apply initiative and good judgment, and work effectively in a team-oriented setting.
4. Knowledge of or experience in one or more of the following areas of law: regulatory enforcement (such as occupational safety and health law, environmental law, labor law, etc.), employment law, information disclosure law, or ethics and conflict of interest law.
5. Experience in appellate and/or motions practice (for GS-11, moot court and/or internships may be substituted for such experience).

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other relevant considerations.

How to Apply: You may send your application by mail, deliver it by hand, or e-mail it to oshrcvacancy@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, country of citizenship, highest Federal civilian grade held. If you are or have been a federal employee, please provide a copy of your most recent SF-50, Notification of Personnel Action.
- 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.
- 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.
- 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.

Reasonable Accommodation:

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.

Equal Employment Opportunity:

The U. S. Occupational Safety and Health Review Commission is an Equal Opportunity Employer. Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, age, sexual orientation, disability, and in retaliation for prior involvement in Equal Employment Opportunity protected activity.