



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2008-04A

****Amends vacancy announcement to require a writing sample****

Opening Date: April 28, 2008

Closing Date: June 2, 2008

Area of Consideration: All Sources - Nationwide

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

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$58,274 to \$127,590 Annually

Duty Station: 1244 North Speer Boulevard
Room 250
Denver, CO 80204-3582

Duties and Responsibilities: This position is located in one of the regional offices assigned to the U.S. Occupational Safety and Health Review Commission, Office of the Chief Administrative Law Judge. The primary purpose is to provide legal research, draft positions, opinions, memoranda and advice to the Review Commission in a variety of legal areas.

Duties and responsibilities include:

- 1) 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;
- 2) Searching relative statutory provisions and legislative history, applicable regulations of the Department of Labor and the U.S. Occupational Safety and Health Review Commission, and relevant court and Commission precedent on the points of law;
- 3) Drafting a decision order for the presiding ALJ addressing the factual and legal issues that have been assigned;

- 4) Responding to inquiries from parties or their representatives in pending cases;
- 5) Attending formal hearings presided over by an ALJ;
- 6) Studying the pleadings, transcript or testimony, and documentary exhibits in connection with the issues of fact and law that are presented; and
- 7) Performing special legal tasks to include conducting legal research, drafting legal opinions, and/or providing legal advice to the First Judge, other ALJs, and the Review Commission involving matters that arise out of or otherwise affect the Review Commission's mission or jurisdiction.

Qualification Requirements: Applicants must have a law degree and current active membership in the bar of a state or the District of Columbia and these minimum amounts of professional legal experience following law school: one year experience for GS-12, two years experience for GS-13, and three 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-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: appropriations law, procurement law, personnel law, information disclosure law, ethics and conflict of interest, interagency and agreements, and Occupational Safety and Health Law.
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 e-mail or regular mail. 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
E-mail: lbeard@oshrc.gov

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

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: Electronic versions of OF-612 re available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. If you decide to submit a resume, rather than the OF-612, 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, veterans' preference, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: High school name, city and state; colleges or universities attended, city and state, majors and type and years of any degrees (if degree not attained, total credit earned in semester or quarter hours, as applicable).
- A law school transcript must be submitted if work experience as an attorney is for less than 2 years.
- A writing sample (no more than 15 pages) must be submitted.
- 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.
- A supplemental statement describing experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.
- A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.

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 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.

Veterans Preference: If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). Note that recent change in legislation has expanded the eligibility for veteran's preference. To insure consideration, be sure to provide DD-214s to document all active duty time periods. To claim preference as a result of a service-connected disability, please provide a Standard Form 15 (Application for 10-Point Veteran Preference) and the documentation specified on the back of the form. You **MUST** provide documentation dated within the past 12 months which verifies the current status of your "service-connected disability" or other entitlement to the 10-point preference. If such up-to-date documentation is not provided, the 10-point preference cannot be given. The SF-15 can be found on the internet at www.opm.forms.html

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.