



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-020

Opening Date: November 21, 2006

Closing Date: December 20, 2006

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: \$54,272 to \$118,828 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – Suite 900
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: OSHA, the Freedom of Information Act (FOIA), ethics, privacy, procurement, the Administrative Procedures Act, Equal Employment Opportunity, etc.

Duties and responsibilities include:

- 1) Reviewing Petitions for 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, which express the majority view, 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 EEOC procedures, budget and reporting laws, MSPB procedures, and other administrative law.

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 mail or deliver it by hand. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to:

Jeanne Garrett, 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

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.

Submit: Interested applicants must submit a completed Optional Application for Federal Employment Form (OF-612); resume; or any other written format of their choice. Regardless of the document chosen, it must contain the following information: full name, address, day and evening phone numbers, social security number, country of citizenship, reinstatement eligibility, highest Federal civilian grade held, education, work experience, and other job related information which are specified in Applying for a Federal Job (OF-510). A writing sample (no more than 15 pages) must be submitted. Also, if the applicant is a current government employee, a current dated and signed performance appraisal is required. A law school transcript must be submitted if work experience as an attorney is for less than 2 years.

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.

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.