

USAJOBS - Search Jobs

Page 1 of 5

Job Title: Supervisory Attorney Advisor (General) , GS-0905-15 - CS
Department: Department Of The Interior
Agency: Office of the Solicitor
Sub Agency: US Geological Survey
Job Announcement Number: SOL-2010-0081

Salary Range: \$113,735.00 - \$147,857.00 /year
Series & Grade: GS-0905-15/15
Promotion Potential: 15
Open Period: Thursday, July 29, 2010 to Monday, August 30, 2010
Position Information: - Permanent - Full Time
Duty Locations: 1 vacancy - Albuquerque [including Kirtland AFB], NM
Who May Be Considered: You are a U.S. citizen.

Job Summary:**Office of the Solicitor**

With an emphasis on high ethical standards, excellence in public service and the delivery of quality legal services, the Office of the Solicitor performs the legal work for the United States Department of the Interior, manages the Department's Ethics Office and resolves FOIA Appeals. With more than four hundred total employees, three hundred of which are attorneys licensed in forty states, the Office strives to provide sound legal services to fulfill the Department's diverse and wide-ranging mission.

Promotion Potential: FPL 15
 Location of Position: Albuquerque, NM
 Salary: \$113,735.00 to \$147,857.00
 Work Schedule: Full Time
 Contact: Shirzone Holmes, 703-648-7432

Key Requirements:

- Applicants must be U.S. Citizens.
- Travel and relocation expenses are not authorized.
- You must be able to travel occasionally.
- More requirements are listed within the Qualifications and Evaluations Tab.
- This position is in the Excepted Service
- Must be an active member of the bar.

Major Duties:

This position is located at the U.S. Department of the Interior (Department), Office of the Solicitor, Southwest Region. The incumbent will assist the Regional Solicitor in the oversight and management of the Southwest Region, and is the direct supervisor of support staff and attorney-advisors in the Southwest Regional Office in Albuquerque. Provides legal advice and counsel to agencies within the Department including writing legal opinions, handling administrative litigation, providing assistance to the Department of Justice on judicial litigation, and reviewing and assisting in the legal work of staff attorneys, on a variety of legal issues including, in particular, general law matters such as

personnel/employment/labor law; contracts, grants, and cooperative agreements; the Federal Tort Claims Act; and FOIA, FACA, and the Privacy Act; and appearing before the MSPB, EEOC, and CBCA. Other areas of responsibility include environmental law (e.g. NEPA, ESA, CERCLA), public land law, mining law; laws relating to resource and land management, Indian law, matters relating to the Secretary's statutory trust responsibility to Indians; and other matters as assigned.

Qualifications:

You must meet all qualification and eligibility requirements for the position by the closing date of the announcement.

Minimum Qualifications:

1. Applicants must possess a J.D. degree from a law school accredited by the American Bar Association;
2. Be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar; and have professional legal experience following law school graduation, for the amount indicated below.

GS-15 - 5 years If this position requires specific educational coursework to qualify, or you are qualifying based in whole or part on education, you may be required to provide a transcript or list of coursework upon request. Requests for proof of education will be sent to you via e-mail after the announcement closes and will allow you 48 hours to provide the required documentation. This proof may be emailed, faxed, mailed or hand delivered to the servicing personnel office (see 'Contact Information'). It is important that you maintain a current/valid e-mail address.

Education completed in colleges or universities outside the United States may be used to meet the above requirements. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit

<http://www.usgs.gov/ohr/oars/quals/foreign.html>

Are There Any Special Requirements For This Position?

Vacancy Related Questions: As part of the online application process, you will need to respond to a series of questions designed to assess your possession of the following knowledge skills, abilities and/or competencies:

Describe your experience in supervising others to include working with a diverse workforce, managing, coaching and mentoring staff, establishing and monitoring performance and counseling and motivating employees.

Describe your experience in handling complex legal issues with limited supervision, high expectations, tight deadlines and heightened public scrutiny.

Describe in detail your litigation experience, both administrative and judicial. Include your experience in preparing administrative records, pleadings and briefs. Also describe your experience with preparing witnesses and presenting your case before an administrative or judicial tribunal.

Describe your general law experience in such areas as federal contracts, grants, and cooperative agreements, including federal procurement, the FAR, and the Federal grant and Cooperative Agreement Act; personnel/employment/labor law; and FOIA and the Privacy Act.

USAJOBS - Search Jobs

Page 3 of 5

Describe your experience working with environmental and natural resources laws such as the APA, ESA, NEPA, FLPMA and CERCLA.

How You Will Be Evaluated:

To preview questions please [click here](#).

Benefits:

If selected for this position, you will be eligible to elect life and health insurance coverage and will be automatically covered by a Federal retirement system. For additional information on benefits please visit: <http://www.usgs.gov/ohr/great.html>

Other Information:**Are There Any Special Requirements For This Position?**

A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

If you are a status applicant (current permanent Federal employee or former permanent Federal employee with reinstatement eligibility), or are eligible under a special appointing authority and you are selected under this vacancy, you may be subject to serving a new one-year probationary period.

If you are applying for this position based on eligibility under a special appointing authority you must submit proof of this eligibility within 48 hours of the closing date of this announcement. Required documents may be emailed, faxed, mailed or hand delivered to the servicing personnel office (see 'Contact Information'). For additional information on special appointing authorities, visit: http://www.usgs.gov/ohr/oars/non_competitive.html

Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for and performance of higher-level duties.

If you are claiming CTAP/ICTAP eligibility, you must submit proof within 48 hours of the closing date of this announcement that you meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP or you will not receive priority consideration. This includes a copy of the agency notice, your most recent Performance Rating, and your most recent SF-50 noting current position, grade level, and duty location. Required documents may be emailed, faxed, mailed or hand delivered to the servicing personnel office (see 'Contact Information'). If you are a CTAP or ICTAP eligible, you will be considered well qualified if you earn a minimum score of 85 (prior to the assignment of veteran's preference points). For more information on CTAP please see:

<http://www.usgs.gov/ohr/oars/ctap.html> and for ICTAP eligibility see <http://www.usgs.gov/ohr/oars/ictap.html>.

If you are selected for this Federal position, you will be required to complete a "Declaration of Federal Employment", (OF-306), prior to being appointed to determine your suitability for Federal employment and to authorize a background investigation. Failure to answer all questions truthfully and completely or providing false statements on the application may be grounds for not hiring you or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, section 1001).

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

Recruitment methods and selection procedures will be based solely on merit after fair and open competition, and will be made without regard to political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, national origin, non-disqualifying disability, sexual orientation, or age.

This agency provides reasonable accommodation to applicants with disabilities.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

How To Apply:

Applications (resume and application questions) for this vacancy must be received on-line via USAJOBS BEFORE midnight Eastern Time (Washington, D.C. time) on the closing date of this announcement. If you fail to submit a complete online resume, you will not be considered for this position. Requests for extensions will not be granted. Most libraries, employment offices, and all USGS personnel offices can provide access to the Internet. If applying online poses a hardship for you, you must speak to someone in the Servicing Human Resources Office listed on this announcement PRIOR TO THE CLOSING DATE for assistance.

Instructions for Applying Online:

1. Log on to USAJOBS to access your existing resumes or to create a new one.
2. Return to the Vacancy Announcement and click the Apply Online button at the bottom of the announcement.
3. Choose which resume you wish to submit, select it and click 'Apply for this Position Now!'
4. When you are finished submitting your resume, you will be prompted by a questionnaire to respond to the knowledge, skills, abilities and/or competencies online.
5. If you run into any technical difficulty during the online

USAJOBS - Search Jobs

Page 5 of 5

application process, please contact the **USAJOBS helpdesk**.

Required Documents:

Please provide information regarding the state in which your active Bar membership is held.

Contact Information:

Shirzone Holmes
Phone: 703-648-7432
Fax: 703-648-5200
Email: Shholmes@usgs.gov

Agency Information:
US Geological Survey
12201 Sunrise Valley Drive
Mail Stop 601
Reston, VA 20192
Fax: 703-648-5200

What To Expect Next:

If you are rated as one of the most highly qualified candidates, you will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30-45 days of the closing date of this announcement. You will be notified via email of the outcome.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1987527