



# Office of the Inspector General

SOCIAL SECURITY ADMINISTRATION

## Recruitment Bulletin

### Attorney Advisor, Social Security Administration Office of the Inspector General, Office of the Counsel to the Inspector General

**Opening Date: August 23<sup>rd</sup>, 2021**

**Closing Date: August 30<sup>th</sup>, 2021**

**Position Information:** Attorney-Advisor, GS-905-11-12 (Full Time-Excepted Service Permanent). This is not a career ladder position. Selectee may be hired as a GS-11 or GS-12, dependent upon experience.

**Salary:** \$72,750-\$113,362 (Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay range. Out-stationed hires may be subject different locality pay depending on duty station).

**Location/Relocation Expenses:** Woodlawn, Maryland. However, duty station location is negotiable upon selection. **Relocation expenses are not authorized.**

**About Us:** The Social Security Administration (SSA) Office of the Counsel to the Inspector General (OCIG) provides comprehensive legal advice and representation to the SSA Office of the Inspector General (OIG) in support of OIG's mission to prevent and detect fraud, waste, and abuse in SSA's programs and operations. OCIG also administers the SSA Civil Monetary Penalty (CMP) Program, including the proposed imposition of penalties and assessments and the settlement and litigation of CMP cases.

**Job Description:** OCIG attorneys handle matters covering a broad spectrum of issues, including disclosures under the *Freedom of Information Act (FOIA)* and the *Privacy Act*, contract review, audit development and review, whistleblower protection, employee performance and misconduct, and civil monetary penalties authorized under sections 1129 and 1140 of the *Social Security Act*. A legal career with SSA OCIG provides an outstanding opportunity to work on novel issues of federal law in a collegial, collaborative environment, with myriad opportunities for training and growth.

**Qualifications:** To qualify for the Attorney Advisor position, applicants must be a graduate of a law school accredited by the American Bar Association and an active member in good standing of the bar of a state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico. Active bar membership must be maintained to remain in this position.

**To qualify for the GS-11, applicants must meet one of the following criteria:**

- A. LL.B. or J.D. **AND** at least 1 year of professional legal experience equivalent to the GS-9 grade level or higher in the Federal service, **OR**
- B. A second professional law degree (LL.M.), which requires one full year of graduate study **OR**
- C. A J.D. or LL.B. and superior law student work or activities as demonstrated by one of the following:

(a) Academic standing in the upper-third of the law school graduating class. **Please note that standing must be indicated on your transcript or other documentation from your law school.**

(b) Work or achievement of significance on your law school's official law review.

(c) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif.

(d) Winning of a moot court competition or membership on the moot court team that represents the law school in competition with other law schools.

(e) Full-time or continuous participation in a legal aid program as opposed to one-time, intermittent, or casual participation.

**To qualify for the GS-12, applicants must meet the following criteria:**

- A. The first professional law degree (LL.B. or J.D) or the second professional law degree (LL.M.), **AND**
- B. At least 1 year of professional legal experience equivalent to the GS-11 grade level or higher in the Federal service or one year of judicial clerkship.

Applicants should possess strong oral and written communication skills, legal research and writing skills, interpersonal skills and exercise fair and sound judgment. Additionally, strong academic credentials and a demonstrated commitment to public service are desired.

**How to Apply:**

**Application packages for all candidates must be sent electronically to [OIG.Attorney.Recruitment@ssa.gov](mailto:OIG.Attorney.Recruitment@ssa.gov) and received in the mailbox no later than 11:59pm on August 30<sup>th</sup>, 2021 to be considered.**

Applicants must submit the following documents:

1. Statement of interest not to exceed two (2) pages demonstrating how your knowledge, skills, and abilities render you best qualified for the position.
2. Resume.
3. Law School Transcript. Unofficial transcripts are acceptable. If selected, official transcripts are required.
4. Proof, dated within the previous year, that you are an active member in good standing of the bar of a state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
5. A legal writing sample that reflects your own work, no more than 10 pages in length. Your sample must be sanitized or redacted to prevent possible Privacy Act violations.
6. All current and former federal employees **must** submit a copy of their last SF-50 (Notification of Personnel Action) showing the highest grade held and a copy of their most recent performance appraisal showing the official rating of record and signed by a supervisor, or a statement why the performance appraisal is unavailable.

### Other Information:

- This position is being filled by an alternative hiring process and is not in the competitive civil service. This is an **excepted service position** being filled on a full-time basis. Flextime and/or alternate work schedules may be available.
- Male applicants born after December 31, 1959, **must** certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.
- Applicants must be a United States Citizen and submit to and pass a background investigation.
- OIG provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please send the reasonable accommodation request to **OIG.Attorney.Recruitment@ssa.gov**. The decision on granting a reasonable accommodation will be made on a case-by-case basis.

NOTE: Applications will be maintained for consideration for 6 months from the date received.

*The U.S. Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, genetic information, disability, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*