



OFFICE OF **INSPECTOR GENERAL** U.S. DEPARTMENT OF THE INTERIOR

The Office of Inspector General (OIG) for the U.S. Department of the Interior (DOI) is seeking a highly skilled Special Counselor (Attorney-Adviser, GS-0905-15) to join our team. Our office is consistently ranked as number 1 in the best places to work in the DOI and in the top 10 percent for all Federal agency subcomponent offices in the Partnership for Public Service's rankings for the best places to work in the Government. In 2019, we placed fifth among OIGs in these rankings.

The position is in the Immediate Office of the Inspector General (IG), located in Washington, D.C. or Herndon, Virginia. We are an independent office functioning with the powers and duties of an agency head. We are responsible for conducting and supervising audits and investigations related to DOI programs and operations; providing leadership and coordination and recommending policies for activities designed to promote economy, efficiency, and effectiveness in their administration; and preventing fraud, waste, and mismanagement in those programs and operations.

As a Special Counselor in the Immediate Office reporting to the Senior Counselor, you will advise the IG, Deputy IG, and senior leadership on our products and activities related to DOI and Council of the Inspectors General on Integrity and Efficiency (CIGIE) matters. Specifically, you will:

- Provide legal advice and assistance with respect to our investigations, audits, and evaluations and our membership and leadership in CIGIE.
- Conduct comprehensive research and analysis that consider significant legal and factual issues impacting our work, the DOI, and CIGIE community. Act as a subject matter expert to advise OIG leadership on salient issues, including examining potential paths forward, evaluating relevant risks, and providing recommended courses of action.
- Write, prepare, and edit a variety of products to advise the IG, Deputy IG, and Senior Counselor, including preparation for meetings and presentations.
- Establish and maintain relationships with key personnel across our organization, counterparts in other OIGs, DOI officials, and external organizations. Represent the OIG as requested in working groups and meetings.

Our ideal candidate has a minimum of 5 years of legal experience after passing the bar exam.¹ At least 3 years of experience in the oversight community is preferred, though not required. The candidate must meet our high ethical standards and embrace our organizational values of objectivity and independence, integrity, and obtaining results. The candidate must thrive in a

¹ *If selected, you must provide official proof of your law degree from an accredited law school and membership in good standing of a U.S. State's or territory's bar.*

fast-paced environment that values open communication, feedback, and constructive dialogue from all levels in our organization. This position requires a Secret level clearance.

Interested applicants should send a resume to Catherine (Cathi) Stephens at Catherine_Stephens@doioig.gov by June 4, 2021.

If you have any questions about this posting, contact Cathi Stephens at (703) 487-5382.