



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

The Office of Inspector General for the Department of the Interior is seeking a highly skilled Supervisory Attorney-Advisor GS-905-15 to join the OIG's team. The OIG is consistently ranked as number 1 in the best places to work in the Department of the Interior and also places in the top ten percent for all federal agency subcomponent offices in the best places to work rankings created by the Partnership for Public Service. In 2019, we ranked fifth among OIGs in the best places to work rankings.

The position is in the Special Investigations and Reviews (SIR) Division of the Office of Investigations. SIR is a national program responsible for investigating serious and often sensitive and complex misconduct and mismanagement allegations involving senior-level Department of the Interior employees. The Supervisory Attorney-Advisor:

- Operates with full authority for all personnel actions and management decisions and manages and supervises a staff of Attorneys and Investigators;
- Exercises delegated managerial authority to set a series of long-range work plans and schedules, assuring the implementation by subordinates of the goals and objectives for the investigative and legal oversight function of SIR;
- Provides guidance and direction for investigative planning, preparation and conduct of interviews, and analysis of evidence collected. Participates in interviewing subjects and witnesses when needed;
- Provides expert legal advice and counsel to SIR investigative staff in preparing and conducting law enforcement activities. Provides guidance and support in the preparation and administration of investigative interviews, inquiries, and subpoenas, and works closely with OIG OGC while providing such counsel and guidance;
- Provides legal advice and guidance on issues related to the conduct of SIR investigations and inquiries, and other initiatives to prevent or detect fraud, waste, abuse and mismanagement in agency programs and operations requiring consideration of complex issues of criminal, civil, and administrative law, practice, and procedure, remedies and enforcement mechanisms;
- Advises on substantive legal matters encountered in the investigation of allegations. Reviews legal documents prepared by others and/or personally prepares such documents for soundness of substance and compliance with applicable law, regulations, and Department policy. Brings to the attention of senior OIG managers, OGC, and IG matters of concern, recommends changes in strategy and, if required, prepares other options for consideration. Negotiates resolutions to problems, particularly those involving the

coordination of investigative/legal strategy;

- Reviews information or allegations presented concerning conduct of a Departmental employee that may be in violation of law, regulations, Departmental orders and policy, and applicable standards of conduct for legal sufficiency in opening an investigation and provides legal guidance for the parameters of investigations. Due to the nature of the allegations and level of some of the officials involved, many investigations are highly sensitive and require the utmost discretion, confidentiality, and tact;
- Reviews draft reports of investigations prepared by Attorneys, Special Agents, and Investigators and the underlying evidence; assesses potential legal violations; makes findings based on the applicable law; prepares legal analysis; and drafts investigative reports;
- Edits, revises, and otherwise improves written products, especially reports of investigation and management advisories. Other written work product may include letters, memoranda, and legal analyses, prepared by the incumbent or other SIR personnel; and
- Works with OIG attorneys and Assistant United States Attorneys in the planning of litigation strategy and tactics and in developing options particularly for cases involving sensitive, highly visible issues, facts which are difficult to develop and prove, or matters of a precedent setting nature.

The ideal candidate will have a minimum of 5 years of legal experience after passing the bar exam, preferably with experience in a medium or large OIG. The candidate should possess experience conducting or supporting investigations of potential violations of criminal, civil, or administrative statutes, regulations, rules, or policies; developing investigative plans, and preparing for and conducting interviews of witnesses and subjects; and drafting reports of investigations or other written products that analyzed evidence related to potential violation of law, rule or policy. The candidate must meet the high ethical and integrity standards of the OIG and embrace the organizational values of objectivity and independence, integrity, and getting results. The candidate must thrive in a fast-paced environment that values open communication, feedback, and constructive dialogue from all levels in the organization.

Interested applicants should send their resume to Deborah Raviv, Director, Special Investigations and Reviews, at Deborah_raviv@doioig.gov. Resumes will no longer be accepted after February 2, 2021.