

Legal Review and Advice Attorney

About the Office

The Office of Inspector General (OIG) supports the mission of the Department of Health & Human Services (HHS) in protecting the health of Americans and providing essential human services.

OIG's 1600 dedicated professionals promote the economy, efficiency, and effectiveness of HHS programs such as Medicare, Medicaid, and Head Start. The integrity of these programs is evaluated for success, and any fraud, waste or abuse is addressed by OIG. With a staff of more than 75 professionals, the Office of Counsel to the Inspector General (OCIG) provides all legal services for OIG. The office is divided into three branches: Administrative and Civil Remedies, Advice, and Industry Guidance. This announcement is for a vacancy in the Advice Branch. The Advice Branch provides day-to-day legal counsel and representation to OIG on a broad array of issues arising in the exercise of OIG's responsibilities. Advice Branch attorneys serving in this "in-house counsel" role handle a wide range of topics, including employment issues, internal inquiries, ethics, information disclosure and privacy, contracts, constitutional tort claims, subpoenas, law enforcement questions, the scope and exercise of the Inspector General's authorities and responsibilities, budget and appropriations, and legal reviews of audits, evaluations and other written products created by other OIG components. There are currently 10 attorneys who handle legal review and advice matters in OIG.

Job Description

OIG is seeking one or more attorneys to serve in the legal review and advice group of the Advice Branch. This is an excepted service position. The duties of the position focus primarily on providing legal review of audits, evaluations, and other written products created by OIG components, and providing legal advice on a wide variety of HHS programs, including Medicare and Medicaid, to OIG components within agreed upon deadlines. The attorney will provide legal advice on a full range of Inspector General Act and HHS program and grant issues. These include complex legal issues related to Medicare, Medicaid, the Affordable Care Act, and the programs and operations of NIH, FDA, CDC, and the rest of HHS. The attorney may also be called upon to assist with special inquiries concerning current issues within HHS. The attorney may be called upon to assist in providing training to various OIG components about the Inspector General Act, and the laws, regulations, and policies pertinent to HHS programs and grants. Advice Branch legal review and advice attorneys also perform other duties as assigned.

Qualifications

Applicants must be or expect to be graduates of a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico by November of 2015 or sooner.

Applicants must also be U.S. citizens.

Salary

This position is being advertised at the GS 11/12/13 levels. OIG will determine salary based on the candidate's years of experience, qualifications, and current salary. All attorney positions within OCIG have promotional potential to the GS 15 level.

Travel

Occasional travel to OIG regional and field offices and to represent OIG in litigation matters, training, internal inquiries, etc. will be required.

Location/Relocation expenses

This position is located in Washington, DC. Relocation expenses will not be paid.

Application Process

Interested candidates should send a resume and writing sample to Advice.Resumes@oig.hhs.gov. Please reference the announcement number, Advice Branch Announcement #3, in your email.

Application Deadline

This announcement will be open until 11:59 p.m. on Friday, April 17, 2015. Applications must be submitted by that time in order to be considered.

OIG Employment Policies

For male applicants born after December 31, 1959, the applicant must have registered with Selective Service.

The applicant must submit to and pass a background investigation.

OIG is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any non-merit factor. OIG welcomes and encourages applications from persons with disabilities. OIG is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring

process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, OIG considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must indicate their preference in their cover letter or resume and they must submit supporting documentation (e.g., DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) which verifies their eligibility for preference. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, http://www.opm.gov/forms/pdf_fill/sf15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of non-service-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).