



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

**U.S. Office of Personnel Management (OPM)
Office of the Inspector General (OIG)**

Vacancy: Attorney-Advisor (General), Office of Legal and Legislative Affairs

Position Information: Attorney-Advisor (General), GS-905-13-14 (Full Time-Excepted Service Permanent). This position has a promotion potential to a GS-14. Selectee may be hired as a GS-13 or GS-14, dependent upon experience.

Salary: \$103,690 to \$159,286 per year (DC-MD-VA-WV-PA locality pay range)

Opening Date: September 15, 2021

Closing Date: September 29, 2021

Location/Relocation Expenses: Washington, DC. However, duty station location negotiable upon selection. **Relocation expenses are not authorized.**

Telework Eligible: Yes, as determined by agency policy.

Travel Required: Occasional (< 25%)

Supervisory status: No

Position sensitivity and risk: High Risk (HR)

Trust determination process: Suitability/Fitness, National security

Job Description: As an Attorney-Advisor at the GS-0905-13/14, you will be assigned to the Litigation and Administrative Law Division, Office of Legal and Legislative Affairs, Office of the Inspector General (OIG). If selected, you will be responsible for providing legal and legislative services, and policy advice to the Inspector General and staff in connection with audits, investigations, evaluations, special projects, legislation and regulations, ethics, whistleblower protection activities, internal OIG operations, and litigation.

Responsibilities:

- Serves as staff attorney-advisor responsible for the legal work that supports audits, investigations, evaluations, and other oversight and enforcement activities related to fraud, waste, abuse, and mismanagement in OPM's programs and operations.
- Provides legal services to the Inspector General (IG) and staff in connection with audits, investigations, special projects, legislation and regulations, ethics, whistleblower protection, FOIA, Privacy Act, internal OIG operations, and litigation.
- Litigates cases before administrative agencies such as the Merit Systems Protection Board, Equal Employment Opportunity Commission and other third parties.
- Provides assistance to IG personnel on matters relating to the issuance and use of IG subpoenas, including reviewing subpoena requests for appropriateness and completeness, and resolving questions regarding timing.
- Works with senior OIG management and mid- and senior level Agency officials, officials at the Department of Justice (including the US Attorneys' offices) and with other OIG counsel within the Federal community.
- Conducts legal research and analysis for the litigation and negotiation of legal settlements.

Qualifications:

Applicants must:

- a. Possess a law degree (LL.B., J.D., LL.M.) from an American Bar Association (ABA) accredited law school,
- b. Be a current member in good standing of a bar of a state, or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, **and**
- c. For the GS-13, have at least two years of legal work experience as a practicing attorney in good standing that includes assisting with litigation or providing legal advice in the support of audits and investigations, **or**
- d. For the GS-14, have at least three years of legal work experience as a practicing attorney in good standing that includes independently handling litigation or providing legal advice in the support of audits and investigations.

Preferred Skills/Experience:

- OIG experience or other experience in the areas of Federal government oversight operations, policy, and procedures,
- Prior False Claims Act, Qui tam, Program Fraud Civil Remedies Act and/or other litigation experience,
- Experience in responding to FOIA and Privacy Act requests.

Required documents: To apply for this position, you must provide a complete Application Package which includes:

- Your **Resume** showing work schedule, hours worked per week, dates of employment and duties performed.
- Other **supporting documents**:
 - a. Cover Letter, optional;
 - b. Transcripts (official or unofficial, at this time);
 - c. Proof of bar membership in good standing;
 - d. A sanitized or redacted legal writing sample that reflects your own work, no more than 10 pages in length;
 - e. Latest SF-50 (Notification of Personnel Action);
 - f. Most recent performance appraisal showing the official rating of record and signed by a supervisor, or a statement why the performance appraisal is unavailable, and
 - g. Veterans' Preference documentation (e.g., DD-214, SF-15, VA letter, etc.), if applicable.

Conditions of Employment:

- Must be a U.S. Citizen or National
- Males born after 12-31-59 must be registered for Selective Service
- Suitable for Federal employment, determined by a background investigation
- May be required to successfully complete a probationary period
- Must have professional legal training from an ABA accredited law school
- Must have passed a bar examination and be an active member in good standing of the bar of any U.S. jurisdiction
- Appointments made from this announcement are exempt from competitive service

How to Apply: Application packages for all candidates must be sent electronically to OIG-OLLA.Recruitment@opm.gov and received in the mailbox no later than 11:59pm on September 29, 2021 to be considered.