



## Office of Inspector General United States Department of State

### **Reimbursable Detail Opportunity with the Office of General Counsel U.S. Department of State, Office of Inspector General**

The U.S. Department of State (State), Office of Inspector General (OIG), Office of the General Counsel (OGC) is looking for a highly motivated Attorney Advisor (GS-0905-13/14/15) to serve on a 120-day reimbursable detail. If eligible, a temporary promotion will be offered for the first 120-days only.

We are a dynamic, fast paced, collaborative and supportive group of lawyers. This position is a great training opportunity for a government lawyer to engage in many areas of OIG practice and get solid hands-on experience and training. This position also is perfect for a government lawyer interested in working in a foreign policy and international context. The incumbent will report directly to the Deputy General Counsel.

#### **Responsibilities:**

This Attorney Advisor will serve as a generalist advising on some or all of the following OIG practice areas:

- audits
- inspections
- investigations
- ethics
- procurement
- fiscal
- whistleblower complaints
- information management
- employment,
- law enforcement

Such work may include but is not limited to providing legal sufficiency reviews and legal opinions or memoranda on issues of law relevant to general OIG operations or to particular OIG audits, inspections, or investigations; handling litigation; reviewing contracts; conducting ethics reviews and analyzing and preparing recommendations for OIG responses to requests under the Freedom of Information Act.

#### **Required Qualifications:**

1. Applicants must have a Top Secret security clearance.
2. Applicants must be a current member of a bar in good standing in any state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
3. **At the GS-13:** Applicants must possess a Juris Doctorate (J.D.) from an accredited ABA law school, and two years of professional legal experience post bar admission commensurate with the duties of the position.

4. **At the GS-14:** Applicants must possess a J.D. from an accredited ABA law school, and three years of professional legal experience post bar admission commensurate with the duties of the position.
5. **At the GS-15:** Applicants must possess a J.D. from an accredited ABA law school, and five or more years professional legal experience post bar admission commensurate with the duties of the position.

This candidate must be a great writer and communicator with a record of successfully building relationships with customers, peers, and colleagues.

At least three years of experience working in an OIG, or equivalent experience is preferred.

If you are interested in applying for this detail, please seek the approval of your supervisor and AIG in advance of applying and submit an introductory email and/or cover letter and resume to the attention of Da'Vaughnta Daughtry-Crenshaw at [HR-OPS@stateoig.gov](mailto:HR-OPS@stateoig.gov). Open until filled. If you have any questions, please direct them to Mr. Daughtry-Crenshaw.