



OFFICE OF INSPECTOR GENERAL

FEDERAL COMMUNICATIONS COMMISSION

45 L Street NE, Washington, DC 20554
www.fcc.gov/inspector-general

Full time Position to Serve as:
Supervisory Attorney Advisor
General Schedule-15-Sereis-0905
Office: FCC OIG Office of Inspector General
Supervisor: Fara Damelin, Inspector General (or designee)
Open until Filled

Summary Statement

The Federal Communications Commission Office of Inspector General (FCC OIG) is seeking a highly motivated, high-performing Attorney Advisor to serve as a Supervisory Attorney Advisor for the Office of Investigations. This position is full-time, in person at FCC OIG's office located at 45 L Street, NE, in Washington, DC, near NOMA/Union Station.

To qualify for this position, applicants must have Professional Law Experience: Professional law experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position. Applicants must have a minimum of one year of specialized experience at or equivalent to the GS-14 grade level in the Federal service.

FCC OIG is an exciting place to work. In addition to a complex portfolio of Investigations our office has a strong history of proactive work aimed at preventing fraud, waste, and abuse. We perform oversight for a diverse set of important programs aimed at promoting connectivity, ensuring national security and more. We are looking for a dynamic candidate to help support our Investigations team.

Summary of Duties:

In this role, the Supervisory Attorney Advisor will perform one or more of the following activities.

- The incumbent serves as a Supervisory Attorney Advisor and plays an integral role in the strategic direction, management and administration of the OIG.
- The incumbent reviews investigative matters to determine legal sufficiency and to ensure factual support, accuracy, sound logic, and conclusions.
- Specifically, the incumbent stays current and involved in ongoing investigations to provide support to OIG Investigators with IG subpoenas and case referrals to the Department of Justice.
- The incumbent works with the investigations team to ensure that all OIG products consistently address key legal and regulatory issues, and that all products meet the quality standards set by the IG Community as well as industry standards and leading practices.
- The incumbent stays actively involved in the IG community working groups to stay current on recent trends regarding the OIG community.
- The incumbent represents the office as needed to carry out the statutory responsibilities imposed by the Inspector General Act.
- The incumbent ensures the integration of all OIG functions and operations to fulfill strategic plans and initiatives.
- Maintains up-to-date knowledge of management principles, theories and practices necessary to achieve organizational effectiveness.
- Assists the IG and the Assistant Inspector General for Investigations (AIGI) in performing supervisory functions.
- Serves as the direct line supervisor for the AIGI and other senior staff as directed by the IG.
- Perform other duties as assigned.

Highly Recommended Competencies

- Experience supervising and conducting complex, and lengthy government or corporate investigations.
- Experience with carrying out the statutory responsibilities imposed by the Inspector General Act.
- Experience preparing for and conducting witness interviews or depositions.
- Experience drafting interview memorandum, detailed reports of investigation, and report summaries with analyses and recommendations.
- Experience making oral presentations to senior management or government officials.
- Experience providing legal assistance to the Department of Justice on active civil and criminal referrals.
- Experience ensuring that employees are appropriately recruited, selected, appraised and rewarded.

Interested candidates should contact Kevin.Beynum@fcc.gov for a secure link to provide the listed items below:

- Brief cover letter highlighting experience with supervising and conducting complex, and lengthy government or corporate investigations.
- Resume;
- Most recent SF-50, Notification of Personnel Action; and
- Most recent performance appraisal.

If you have questions about this opportunity, please contact Kevin Beynum at Kevin.Beynum@fcc.gov or 202.253.6971.