

**FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT**

Position Title and Grade Staff Attorney GS-905-13/14 \$82,961-\$127,442	Who May Apply ALL U.S. CITIZENS	Announcement No. 08-053
Organizational Location OFFICE OF GENERAL COUNSEL Litigation Division	Opening Date 8/20/08	Closing Date 9/19/08

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.

THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-14. THE POSITION MAY BE FILLED AT ANY GRADE LEVEL FROM GS-13 OR 14.

ABOUT OUR AGENCY: Are you interested in helping to protect the integrity of America's federal campaign process? Would you like to litigate unique and intellectually stimulating First Amendment issues that intersect with the world of politics? Are you interested in practicing law with talented colleagues and a senior management team that respects a healthy work-life balance and seeks to create one of the best places to work in the federal government? The Federal Election Commission is looking for bright, articulate, enthusiastic individuals with outstanding writing skills and superior analytical abilities to serve as staff attorneys in the Litigation Division of the Office of General Counsel (OGC). If you are ready to contribute to important cases that will challenge your mind and develop your career, please consider joining our dedicated team of public servants.

The Federal Election Commission is an independent federal agency established by the Federal Election Campaign Act (FECA). That statute requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limits on the amount and sources of federal campaign contributions. Under the FECA, the Commission has independent litigation authority before the U.S. District Courts and Courts of Appeal, and the Litigation Division in OGC is responsible for representing the Commission before those courts. The Division also helps represent the Commission before the Supreme Court, in most instances in conjunction with the Solicitor General.

DUTIES AND RESPONSIBILITIES: Attorneys in the Litigation Division participate in all phases of litigation before the federal district and appellate courts, including legal research and writing, discovery, preparation of court filings, and oral argument. They draft legal memoranda, complaints, answers, motions, and other documents necessary to represent the Commission in

court. They also negotiate settlements and draft settlement agreements and other necessary papers. The Commission's lawsuits routinely involve complex constitutional and administrative law issues, and attorneys frequently write sophisticated dispositive motions. Attorneys are assigned to one of two teams within the Division.

QUALIFICATION REQUIREMENTS:

MANDATORY EDUCATION AND CREDENTIALS: An applicant must hold a law degree from an accredited law school and be a member in good standing of the Bar of a state, the District of Columbia, Puerto Rico, or any territorial court under the Constitution. A copy of the applicant's law school transcript is required. An unofficial copy is acceptable at the application stage. The transcript may be sent as an email attachment.

SPECIALIZED EXPERIENCE: Is experience which is directly related to the line of work of the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. **Knowledge of election law, constitutional law, or administrative law is desirable, but not required, and should be highlighted in the cover letter or resume.** For GS-13: A law degree, bar membership and two years of professional attorney experience. GS-14: A law degree, bar membership and three years of professional attorney experience. Applicants must have completed one year of specialized experience; to be creditable, specialized experience must have been at least equivalent to the next lower grade in the Federal service in the normal line of progression. Exceptions to the length of service requirements will be made on a case-by-case basis and will only be made based on outstanding qualifications.

TIME-IN-GRADE REQUIREMENT: For GS-13, completion of one year of service at GS-12 grade level. For GS-14, completion of one year of service at GS-13 grade level. However, there is an 18 month review period for promotion to GS-14.

EVALUATION METHOD: On the basis of written materials submitted in accordance with the vacancy announcement, the evaluation weighs the candidate's legal education and legal experience against a pre-determined set of criteria. Final ranking is based on an evaluation of experience, education, training, and ability, including an analysis of the candidates' writing samples.

Please ensure you have completed all the information required as incomplete application packages will not receive consideration.

CONDITIONS OF EMPLOYMENT:

- Continued employment in this position is contingent upon successful completion of the appropriate background investigation.
- Persons selected must satisfactorily complete a one-year probationary period.
- For candidates hired at the GS-13 level, there is an 18 month review period for promotion to GS-14.

BENEFITS:

- The incumbent will be entitled to life and health insurance, annual (vacation) and sick leave, and retirement benefits.
- The incumbent may be eligible for a transit subsidy up to \$115 per month.

Relocation expenses will not be paid.

BARGAINING UNIT STATUS: This position is included in the bargaining unit.

HOW TO APPLY:

1. Applicants may apply for this position with a resume, the *Optional Application for Federal Employment* (OF-612), or other application format, as long as the application contains the necessary information below:
 - a. Vacancy announcement number; title and grade(s) of the job for which applicant is applying (**NOTE:** Social Security Number **is not** required on your application);
 - b. All relevant educational information, including college/university, major, type, and year of degree(s) (if no degree earned, show total credits earned and indicate whether semester or quarter hours). See above, mandatory education and credentials under Qualification Requirements;
 - c. Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary;
 - d. Copy of law school transcript (an unofficial transcript is acceptable). If one submits an application via email, the transcript may be sent as an attachment or sent by fax;
2. A legal writing sample that reflects an ability to analyze sophisticated and complex legal issues:
3. Copy of most recent performance appraisal (if any);
4. Former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status.
5. A cover letter summarizing the evidence of your competencies in the following areas:
 - A. Ability to write clearly, concisely, and persuasively, with particular emphasis on the ability to analyze and explain complex legal issues, including regulatory, procedural, and constitutional issues. This ability is an essential requirement of the position and will be heavily weighed when making the final selection for the position.
 - B. Ability to communicate orally and to articulate complex legal principles succinctly and clearly.

C. Skills in various aspects of district court and appellate litigation, including drafting of pleadings, motions, and briefs; drafting written discovery and taking depositions; negotiating settlements; developing trial and appellate strategy; and presenting oral arguments.

WHERE TO SEND APPLICATIONS: (Note - Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).

E-mail to ogcjobs@fec.gov. **The subject line must contain the announcement number (08-053) and the applicant's name.** If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-3588. Only supplemental information will be accepted via fax.

For additional information, call Human Resources at 202-694-1080 or send inquiry to fecjobs@fec.gov

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.