

**FEDERAL ELECTION COMMISSION  
VACANCY ANNOUNCEMENT**

<p align="center"><b>Position Title and Grade</b></p> <p align="center"><b>ATTORNEY GS-905-12/13/14</b></p> <p align="center"><b>\$69,764-\$127,442 Multiple vacancies</b></p>	<p align="center"><b>Area of Consideration</b></p> <p align="center"><b>ALL SOURCES</b></p>	<p align="center"><b>Announcement No.</b></p> <p align="center"><b>08-052</b></p>
<p align="center"><b>Organizational Location</b></p> <p align="center"><b>OFFICE OF GENERAL COUNSEL Policy Division</b></p>	<p align="center"><b>Opening Date</b></p> <p align="center"><b>08/14/2008</b></p>	<p align="center"><b>Closing Date</b></p> <p align="center"><b>09/12/2008</b></p>

**THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.**

**THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-14. MULTIPLE POSITIONS WILL BE FILLED THROUGH THIS ANNOUNCEMENT. QUALIFIED APPLICATIONS WILL BE REFERRED FOR CONSIDERATION EVERY WEEK. FIRST HIRES MAY BE MADE AFTER AUGUST 15, 2008.**

**ABOUT OUR AGENCY:** Are you interested in helping to protect the integrity of America's federal campaign process? Would you like the opportunity to work on unique and intellectually stimulating legal issues that intersects with the world of politics? Are you interested in practicing law within a dynamic work environment with a senior management team that respects the desire to maintain a healthy work-life balance and is committed to establishing itself as 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 Policy Division of the Office of General Counsel. If you are ready to contribute to matters of importance 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 regulatory agency established by the Federal Election Campaign Act (the FECA). It is governed by six Commissioners appointed by the President with the advice and consent of the Senate. The FEC has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the FECA, which requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The legal work at the Commission regularly involves important and complex issues implicating the First Amendment. The FEC was rated in the top 25% of small agencies in the work/life balance category in the 2007 Best Places to Work in the Federal Government survey.

**DUTIES AND RESPONSIBILITIES:** The incumbent serves as an Attorney in the Policy Division in the Office of the General Counsel (OGC) at the Federal Election Commission.

Attorneys in the Policy Division are engaged in all aspects of the policy development process, including:

- developing and drafting Advisory Opinions interpreting the FECA and Commission regulations;
- developing and drafting regulations implementing the FECA, the Bipartisan Campaign Reform Act, the Presidential Election Campaign Fund Act, the Presidential Primary Matching Payment Account Act, and other statutes that impact the Commission's operation;
- drafting and researching legal memoranda regarding the FECA and Commission actions;
- presenting and answering questions regarding Policy documents before the Commission;
- drafting and providing advice on proposed legislative amendments to the FECA;
- providing legal review of agency forms and publications.

#### **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. If one submits an application via email, the transcript may be sent as an attachment or sent by fax.

**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, and/or administrative law is desirable, but not required, and should be highlighted in the cover letter and/or resume.** For GS-12: A law degree, bar membership and one year of professional attorney experience. For GS-13: A law degree, bar membership and two years of professional attorney experience. For 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 -12, completion of one year of service at GS-11 grade level. 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 of 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 (maximum 10 pages) that reflects an ability to analyze sophisticated legal issues, and reflects, to the greatest extent possible, the applicant's own work;
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 evidence of your competencies in the following areas:
  - a. Describe your ability to write clearly, concisely and persuasively, with particular emphasis on the ability to analyze and explain complex legal issues. This ability is an essential requirement of the position and will be heavily weighed when making the final selection for the position.
  - b. Give at least two examples reflecting your skill at orally communicating complex legal principles succinctly and clearly.
  - c. Describe your ability to research and analyze complex legal issues, including regulatory and constitutional issues. This ability is also critical to the position.

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

1. E-mail to [ogcjobs@fec.gov](mailto:ogcjobs@fec.gov). The subject line must contain the announcement number

**(08-052) 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 [fejobs@fec.gov](mailto:fejobs@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.