



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-09-09V
POSITION TITLE: Attorney Advisor
GS-905-11/12/13/
GS-11: \$58,206 to \$75,669 per annum
GS-12: \$69,764 to \$90,698 per annum
GS-13: \$82,961 to \$107,854 per annum
Full Performance Level: GS-14
Note: These positions have special job requirements. See page 3.

POSITION LOCATION: Federal Railroad Administration
Office of Chief Counsel, General Law Division,
Washington, DC

AREA OF CONSIDERATION: All U.S. Citizens

OPENING DATE: October 29, 2008

CLOSING DATE: December 1, 2008

NUMBER AND TYPE: One Full-Time position may be filled
from this announcement.

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer.

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

WHY WORK FOR US? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is

committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

WHAT WE DO. The Federal Railroad Administration is an operating administration within the Department of Transportation with principal responsibilities for promulgating and enforcing railroad safety regulations, administering railroad financial assistance programs, including grants to the National Railroad Passenger Corporation (Amtrak), conducting research and development in support of improved railroad safety and national transportation policy, and coordinating government support of rail transportation activities.

The General Law Division is responsible for providing legal support to FRA's various offices on all non-safety law matters, including environmental and historic preservation reviews, procurements, grants, loans and loan guarantees, the provision of intercity rail passenger service generally, including the development of high speed rail services, Department of Transportation filings before the Surface Transportation Board on economic or regulatory matters within the Board's jurisdiction, the Freedom of Information Act, Privacy Act, and the Federal Tort Claims Act.

For further information about the FRA, visit <http://www.fra.dot.gov>.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

As an Attorney-Advisor in the General Law Division, you will be required to:

- Provide legal counsel in connection with environmental and historic preservation reviews (e.g., environmental impact statements, environmental assessments, the section 106 historic preservation review process) for the agency's programs under the National Environmental Policy Act, the National Historic Preservation Act and related laws and regulations, including representing the agency in any environmental/historic review based litigation.
- Provide legal counsel in connection with the agency's grant and procurement programs, including new grant programs authorized in the recently enacted Rail Safety Improvement Act of 2008 and Passenger Rail Investment and Improvement Act of 2008.
- Provide legal counsel in connection with the agency's programs supporting intercity passenger rail services, including the development and implementation of high speed rail services and a new corridor capital assistance program.
- Assist in developing the Department of Transportation's filings before the U.S. Surface Transportation Board on railroad merger and related economic proceedings.
- Provide legal services supporting a wide range of different FRA non-safety programs, e.g., preparation of legal interpretations and the provision of advice on a variety of subjects, including the Freedom of Information Act, Privacy Act, and administrative law generally.

WHAT ARE THE MINIMUM QUALIFICATIONS FOR THIS POSITION?

Law Clerk Trainee: Applications will be accepted from students in their **FINAL SEMESTER OF COURSE WORK** in a recognized law school. The offer of employment is contingent on the applicant's graduation from law school. If hired as a Law Clerk Trainee, the individual will be required to pass the bar within 14 months of the initial appointment. Applicants for the Law Clerk Trainee position must include their class ranking (if available) and law school grade point average on their resume or cover

letter.

Attorney-Advisor: Applicants must hold a LLB or JD degree from an accredited law school and be a member of a bar of a State, the District of Columbia, a U.S. territory or Commonwealth of Puerto Rico.

Length of Eligibility

Qualified applicants will receive employment consideration for **three months** from the date of receipt of your application by the FRA's Office of Human Resources.

Before You Go Any Further, Here Are Some Other Things You Need to Know:

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- An applicant for an attorney position must currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico. Proof of such membership will be required prior to appointment. An applicant for a law clerk trainee position does not need to be a member of the bar, but is required to pass the bar within 14 months of his or her appointment.
- If you are a male between the ages of 18 and 26 or born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless the Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements at the time their application is submitted to the FRA Office of Human Resources.
- If an FRA employee is selected, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, travel and transportation expenses will not be paid.
- The successful applicant will be subject to the Standards of Conduct applicable to all DOT employees. A copy of these standards may be obtained from the FRA Human Resources Office.
- The FRA has determined that railroad seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, the rights must be divested at the end of the one-year probationary period. No waivers of this requirement will be granted.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- This is an Excepted Service position.

TIME LIMIT FOR MEETING QUALIFICATIONS:

To be considered for this position, applicants must meet all qualification requirements by the date time your application is submitted to the FRA Office of Human Resources.

HOW TO APPLY FOR THIS VACANCY: You must submit your current resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled "Here's What Your Application Must Contain." The OF-612 can be found on the OPM website at www.opm.gov under Federal Forms.

If you are a Federal applicant, a copy of your complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises

your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.

REQUIRED DOCUMENTATION:

- A copy of a transcript of the applicant's law school record. (An official transcript must be provided before employment.)
- All candidates **MUST SUBMIT** a legal writing sample along with their application package in order to receive consideration for this vacancy

SUPPLEMENTAL DOCUMENTATION: Examples of supplemental documentation:

- Documentation for Special Appointing Authorities

All required and supplemental documents referred to above must be received at the time your application is submitted to FRA Human Resources Office. Documents may be faxed to (202) 493-6169 to assure timely receipt. Please indicate the announcement number on each supplemental document. Without such documentation, an applicant may not receive consideration for this vacancy. **REQUESTS FOR EXTENSIONS WILL NOT BE GRANTED.**

Where To Send Your Application

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1200 New Jersey Ave, S.E., W34-201, 3rd Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 493-6169. We will not accept applications faxed from a Federal Government fax machine.

NOTE: Applications received in Government envelopes and/or postage-paid Government envelopes will not be considered since it is a violation of Federal law and regulation to use these envelopes for this purpose. In addition, in accordance with departmental policy, the FRA will not accept applications if there is evidence that they were sent from Federal Government FAX machines. All completed applications must be postmarked on or before the closing date. Attorneys new to the Federal Government must serve a one-year trial period.

REASONABLE ACCOMMODATIONS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcella.mullins@fra.dot.gov, on (202) 493-6114 or at the TDD number (202) 493-6487 or 6488.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.