

NASA
OFFICE OF INSPECTOR GENERAL
300 E STREET, SW
WASHINGTON, DC 20546
VACANCY ANNOUNCEMENT

POSITION: Attorney-Advisor
GS-905-12/13
(Excepted Service)

ANNOUNCEMENT NO: HQ-IG-00-10

LOCATION: Office of Inspector General
Johnson Space Center
Houston, TX

OPENING DATE: 04/14/00
CLOSING DATE: 05/12/00

AREA OF CONSIDERATION: All Sources

PROMOTION POTENTIAL: GS-14

Permanent Change of Station (PCS) Costs will not be paid

25% Travel May Be Required

DUTIES: Serves as staff attorney-advisor in the Office of Inspector General (OIG) which is responsible for audits and investigations and other enforcement activities related to fraud, waste, abuse, and economy and efficiency in the NASA's programs and operations. The incumbent provides substantially independent legal services and policy to the Inspector General (IG) and staff in connection with audits, investigations, inspections, legislation and regulations, and OIG operations and litigation.

QUALIFICATIONS/EVALUATION CRITERIA: All candidates must have a Doctor of Jurisprudence (J.D.) degree or a Bachelors of Law (LL.B.) degree and be admitted in good standing to the Bar in one of the fifty states or the District of Columbia. Experience is required in at least one of the following areas: criminal law, government contracts, public finance and appropriations law, Freedom of Information Act/Privacy Act, or Federal personnel law. Additional evaluation criteria include: knowledge of fraud remedies (criminal, civil, and administrative); knowledge of government ethics; knowledge of Title 18 computer crimes and the law of search and seizure in the workplace; demonstrated skill in analyzing government contract cost and accounting issues; and demonstrated skill in information disclosure law. Administrative litigation experience would be beneficial, though not required. Superior analytic, written and communication skills are mandatory.

Placement at the GS-12 level requires at least one year of legal experience equivalent to the GS-11 level in the Federal service; and placement at the GS-13 level requires at least one year of legal experience equivalent to the GS-12 level in the Federal service.

All applicants will be rated against the qualifications and evaluation criteria listed.

CONDITIONS OF EMPLOYMENT: INCUMBENT MUST BE WILLING TO TRAVEL AND RELOCATE AS NECESSARY. Candidates appointed to professional positions in the Office of Inspector General are expected to be willing to travel, be mobile, and may be reassigned to different duty locations throughout the U.S. dependent upon Office of Inspector General program needs.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

HOW TO APPLY:

Applicants may submit "Optional Application for Federal Employment (OF-612), a resume or other type of application.

HOWEVER, ALL APPLICATIONS MUST CONTAIN THE INFORMATION LISTED BELOW. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE VACANCY. NO ATTEMPTS WILL BE MADE BY THE PERSONNEL OFFICE TO OBTAIN ANY MISSING DOCUMENTS OR INFORMATION.

- (1) The announcement number, title and grade of the job for which you are applying
- (2) Social Security Number
- (3) Country of citizenship
- (4) Veterans' preference (to claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach a SF-15, Application of 10-point Veterans' Preference, plus the proof required by that form. If proof of 10-point preference is not received, the application will be processed with credit given for 5-point preference if appropriate.)
- (5) Highest Federal civilian grade held (including job series and dates held)
- (6) High school (date of diploma or GED)
- (7) Colleges and universities (majors and types of degrees received)
- (8) Work experience, training, skills, certificates/licenses and awards related to the position for which you are applying. Include series and grade if work experience was with the Federal government. Also, for each position listed, provide your duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week and salary. Please indicate if we may contact your current supervisor. Applicants are requested to submit the following additional documentation. While it is not mandatory, your qualifications may not be clearly represented unless you provide this supplementary information:
 - (A) A copy of your most recent performance appraisal
 - (B) Your personal description of how you meet the qualifications and evaluation criteria

Separate applications and supporting documentation must be submitted for each position for which you are applying. These documents will not be returned.

Address Applications to:

NASA Office of Inspector General
Code W (RM8V69)
300 E Street SW.
Washington, DC 20546

For further information contact:

Lek Terrell
202/358-2584

APPLICATIONS MUST BE POSTMARKED BY CLOSING DATE.