

FEDERAL MARITIME COMMISSION RECRUITMENT NOTICE

The Office of Consumer Affairs & Dispute Resolutions Services (OCADRS), Federal Maritime Commission (FMC) is recruiting for an Attorney-Advisor (GS-13). This position has promotion potential to the GS-14 level. The duty station for this position is Washington, D.C.

The FMC is an independent regulatory agency which oversees oceanborne transportation in the nation's foreign trades, and administers statutes including the Shipping Act of 1984, the Foreign Shipping Practices of 1988, and section 19 of the Merchant marine Act, 1920. OCADRS provides ombuds services, mediation, facilitation, and arbitration to assist in resolving disputes between the shipping public, freight forwarders, common carriers, marine terminal operators, and others in the transportation logistics chain. In addition, OCADRS staff assists cruise passengers with resolving complaints involving cruise operators. The Office also adjudicates Informal Dockets and Special Dockets that are filed with the agency. More information about the FMC and the role of OCADRS can be found at <http://www.fmc.gov>

QUALIFICATIONS:

- Minimum education requirements include a professional law degree (J.D. or LL.B.) from an American Bar Association (ABA) accredited law school. (NOTE—Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited education institutions in the U.S. An ABA-approved law school may allow students to receive credit for law study or activities at a foreign institution and grant credit toward the J.D. degree if those studies or activities are approved in accordance with the Rules of Procedure and Criteria adopted by the ABA's Council of the Section of Legal Education and Admissions to the Bar).
- Current active membership in a bar of any State, territory, Commonwealth of Puerto Rico, or the District of Columbia. Active bar membership and certification that the member is in good standing will be verified prior to appointment and employees must maintain active bar membership in good standing while employed as an attorney with the FMC.
- U.S. Citizenship is required.
- Experience in alternative dispute resolution, and maritime and/or transportation law is required. Experience in administrative law, customs law, export control regulations, litigation, and drafting and interpreting transportation logistics contracts and/or service contracts is desirable.
- At least one year of professional, specialized law experience is required. **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 to be filled. Law clerk experience (post J.D.) can be considered professional law experience if the candidate performed attorney duties. An example would be an attorney who has worked for a federal judge or a state appellate judge, but has the title of Law Clerk.

Specialized experience is typically in or related to the work of the position to be filled. Examples of specialized experience include experience representing parties or acting as a mediator, ombuds, or arbitrator in a maritime or transportation alternative dispute resolution proceeding; representing parties in administrative proceedings and/or civil court litigation; drafting and/or interpreting transportation logistics contracts or service contracts; working on complex maritime or transportation matters (where experience in maritime law and/or transportation law is evidenced); and providing legal guidance to attorneys and other professionals.

- Applicants should have excellent research skills as well as the ability to communicate effectively both orally and in writing.

All submissions must include 1) a cover letter describing your qualifications and interests; 2) a writing sample; and 3) a current, complete application, for example a resume or any other application in written format (**required**).

The following additional information must be included with your application:

- Your full name, postal mailing address, email address (if applicable), and day and evening phone numbers;
- The last four digits of your social security number;
- Confirmation of US citizenship;
- Forms DD-241 and SF-15, as appropriate (if claiming veteran's preference);
- The highest Federal civilian grade held (give your job series and the dates held);
- Your education level and specifics regarding undergraduate and graduate education (including the name, city, state, major field of study, and type and year of degree(s) received);
- Your work experience (give your job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor);
- Your job-related training courses (title and year);
- Your job-related skills (e.g., foreign language skills, computer software/hardware skills);
- Your job-related honors, awards, and special accomplishments (e.g. publications, memberships in professional or honor societies, public speaking, etc.); and
- Current Federal employees should submit a copy of their most recent performance appraisal and SF-50, *Notification of Personnel Action*.

Applications **must be received no later than the close of business on May 1, 2012** and should be sent to the following address:

Jennifer M. Gartlan, Deputy Director
Office of Consumer Affairs & Dispute Resolution Services
Federal Maritime Commission
800 North Capitol Street, NW
Washington, DC 20573-0001

Applications can also be faxed (202-275-0059) or sent via email (complaints@fmc.gov). All e-mailed applications **must** be sent as an attachment in MS Word, WordPerfect, or Adobe PDF format. Applications can be sent to the FMC via private delivery service such as UPS, FedEx, etc. If you choose to use the USPS or private delivery service to mail your application, it must be received in our office no later than the closing date in order to be considered. No exceptions will be made to this requirement. Applications submitted become the property of the FMC and will not be returned.

Contact: Sharia Sherman-Shelton (202) 523-5807

Relocation expenses (or expenses associated with conducting a personal interview) will not be authorized.

ALL HIRING WILL BE MADE WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING PHYSICAL HANDICAP, SEXUAL ORIENTATION OR ANY OTHER FACTOR WHICH IS NOT JOB RELATED.

IF SELECTED, APPLICANTS MUST COMPLETE AN OF-306, "DECLARATION FOR FEDERAL EMPLOYMENT." FAILURE TO COMPLY MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF EMPLOYMENT. SELECTEE WILL BE REQUIRED TO PROVIDE DOCUMENTATION THAT ESTABLISHES HIS/HER IDENTITY AND EMPLOYMENT ELIGIBILITY AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (PUBLIC LAW 99-103, DATED NOVEMBER 6, 1986).

THE AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND/OR HIRING PROCESS, PLEASE CONTACT THE OFFICE OF HUMAN RESOURCES AT (202) 523-5773. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE MADE ON A CASE-BY-CASE BASIS.