

ATTORNEY VACANCY ANNOUNCEMENT

The Office of the General Counsel at the U.S. Department of Health and Human Services is currently seeking applications for a General Attorney position in its Region 10 Seattle, Washington location.

Who May Apply: This announcement is open to all US Citizens and may be used to fill multiple positions.

DUTY STATION: Seattle, WA

SALARY RANGE: \$66,386 - \$145,354

OPEN PERIOD: March 1, 2018 – Open until filled

JOB SUMMARY:

The Region X- Seattle office provides comprehensive legal services to any agency within HHS, with most work involving the Centers for Medicare and Medicaid Services, the Office for Civil Rights, the Alaska Area Indian Health Service, the Portland Area Indian Health Service, and the IHS Division of Engineering Service.

OGC is an equal opportunity employer, and we encourage applications from a diverse pool of high-quality candidates.

For additional information about OGC's mission, please visit our website at:

<http://www.hhs.gov/ogc/index.html>

DUTIES:

This is a General Attorney position in the OGC-Region X office, located in Seattle, Washington. The incumbent may be asked to serve any of the client agencies within HHS, but will focus primarily on providing legal services to the Indian Health Services, to include enforcement of and compliance with laws applicable to HHS, its programs, or the areas it regulates.

The Attorney Advisor will support the OGC-Region X Office in a wide range of legal projects. The Attorney Advisor will provide legal services related to working with tribes or tribal organizations who receive services from or through the Indian Health Services, to include

- interpreting the Indian Self-Determination and Education Assistance Act (ISDEAA) and the Indian Health Care Improvement Act (IHCIA) and their implementing regulations and guidance,
- negotiating ISDEAA contracts and funding agreements,
- advising on FOIA, HIPAA, and other information and disclosure laws,
- providing legal assistance with leasing, construction, and other property-related issues.

ATTORNEY VACANCY ANNOUNCEMENT

QUALIFICATIONS REQUIRED:

Your resume, cover letter, and supporting documentation will be used to determine whether you meet the position qualifications listed on this announcement. Salary will be commensurate with education and experience.

The following are required qualifications:

- ✓ A Juris Doctorate (J.D.) from an accredited ABA law school.
- ✓ Proof that bar status is active, in good standing and eligible to practice in the highest court of a State, U. S. commonwealth, U. S. territory, or the District of Columbia.
- ✓ Excellent oral communication and interpersonal skills, and the capacity to work with diverse individuals and groups.

The following qualifications are preferred:

- ✓ Demonstrated experience or familiarity with federal court or administrative litigation, tribal organizations, and/or health law
- ✓ Experience as a government attorney
- ✓ Experience working with clients
- ✓ Ability to work independently and as part of a team

CONDITIONS OF EMPLOYMENT:

- ✓ Must maintain active bar membership in good standing and the eligibility to practice law in the highest court of a state, territory, Commonwealth, or the District of Columbia throughout employment in the Office of the General Counsel.
- ✓ Upon final job offer from HHS OHR, the successful candidate must submit official law school transcripts.
- ✓ **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.
- ✓ **E-Verify:** If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System. Federal law requires DHS to use the E-Verify System to verify employment eligibility of all new hires and as a condition of continued employment obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system. The U.S. Department of Health and Human Services is an E-Verify Participant.
- ✓ **Direct Deposit:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- ✓ All qualification requirements must be met by the closing date of the announcement.
- ✓ Financial disclosure statement may be required.

ATTORNEY VACANCY ANNOUNCEMENT

- ✓ Two-year trial period may be required.
- ✓ Travel, transportation, and relocation expenses will not be paid.
- ✓ This position is not in a bargaining unit.
- ✓ Multiple selections may be made from this announcement.

INSTRUCTIONS TO APPLY:

Please submit the following documents to lesley.wreden@hhs.gov using the subject line “General Attorney Advisor - IHS” in the forwarding email. To receive full consideration, submit all materials by 11:59 p.m. on the closing date of the announcement:

- ✓ Cover letter addressed to:
Pamela Parker
Office of the General Counsel, Suite 1620
U.S. Department of Health and Human Services, Region 10
701 Fifth Avenue, Suite 1600, MS/10
Seattle, WA 98104
- ✓ 3-5 page legal writing sample
- ✓ Resume (must include education, including name of undergraduate and law school, degree received and date graduated; date admitted to bar and jurisdiction; a general description of all past employment relevant to the practice of law, including dates of employment (full and part time) and Supervisors name(s) and telephone number(s).