

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 office.

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: \$70,120- \$153,527 (GS-11 to GS-14)

OPEN PERIOD: 7/8/2020 – until filled; applications will be reviewed on a rolling basis, starting 7/22/2020.

JOB SUMMARY:

The Office of the General Counsel (OGC) at the Department of Health and Human Services (HHS) is seeking an attorney to join its office in Seattle, Washington. OGC supports the development and implementation of the Department's programs by providing the highest quality legal services to the Secretary of HHS and the department's various agencies and divisions.

OGC Region X-Seattle provides comprehensive litigation services (both administrative and judicial litigation), legal advice, counseling, and negotiation services in virtually every area of Department programs, with an emphasis on services to those HHS agencies that have staff present in the Region 10 states of Alaska, Idaho, Oregon, and Washington. We have a collegial office with eight (8) attorneys and two administrative legal resources staff. Attorneys are expected to work independently and as a team with more than 500 OGC colleagues around the nation.

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. Attorneys in OGC-Region X provide legal advice and litigation support to the Department in complex matters requiring extensive research and sophisticated analysis of administrative law, judicial decisions, and statutes and regulations. Attorneys must be competent in a wide range of legal skills, including analytical and problem-solving skills, experience preparing legal briefs and/or memoranda, experience in applying statutes, regulations, and policies; and experience providing oral and written advice, and the ability to relate effectively with clients.

We are seeking to fill the position at the GS-11 to GS-14 level (\$70,120 - \$153,527) depending on experience and qualifications. The position will be located in Seattle, WA, and reimbursement for relocation expenses is not available.

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QUALIFICATIONS REQUIRED:

Your resume, cover letter, and supporting documentation will be used to determine whether you meet the position qualifications listed in 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.
- At least one year of legal experience post bar admission.
- 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.
- The capacity to work with diverse individuals and groups: outstanding legal writing and research ability; superior organizational and time management skills; and a demonstrated commitment to professionalism, ethics, civility and public service.

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 EVerify 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.
- ✓ 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.

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INSTRUCTIONS TO APPLY:

Please submit the following documents to OGCR10-Hiring@hhs.gov using the subject line “General Attorney Advisor” in the forwarding email. To receive full consideration, submit all materials as soon as possible; applications will be reviewed on an on-going basis until filled:

- ✓ Provide a cover letter of no more than 2-pages addressing the required competencies 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
- ✓ 3-7 page legal writing sample that highlights your analytical and writing skills.
- ✓ 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)).
- ✓ If you are a current Federal employee, please provide a copy of your last performance appraisal.
- ✓ Names and contact information for at least three professional references.

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