PRESIDENTIAL MANAGEMENT FELLOW ATTORNEY-ADVISOR ANNOUNCEMENT

JOB TITLE: Attorney-Advisor

AGENCY: Privacy and Civil Liberties Oversight Board

SALARY RANGE: $74,950 to $116,788/ Per Year

SERIES/GRADE: The agency uses the Administratively Determined system in which rank is attached to the individual. The salary range for this position is statutorily capped at $165,300.

POSITION INFORMATION: This is an opportunity for permanent employment in the excepted service. You will be required to serve a two-year trial period.

DUTY LOCATION: Washington, D.C.

WHO MAY APPLY: Open to CURRENT Presidential Management Fellows. U.S. citizenship required.

SECURITY CLEARANCE: Must have or be able to obtain a TOP SECRET – Sensitive Compartmented Information (TS-SCI) Security clearance. If you already have a TS/SCI clearance, please highlight your last investigation date in your application.

AGENCY MISSION
The Privacy and Civil Liberties Oversight Board's responsibilities comprise two basic functions: oversight and advice. In its oversight role, the Board is authorized to continually review the implementation of executive branch policies, procedures, regulations, and information sharing practices relating to efforts to protect the nation from terrorism, in order to ensure that privacy and civil liberties are protected. The Board is also authorized to continually review any other actions of the executive branch relating to efforts to protect the nation from terrorism, in order to determine whether such actions appropriately protect privacy and civil liberties and whether they are consistent with governing laws, regulations, and policies regarding privacy and civil liberties. In its advice role, the Board is authorized to review proposed legislation, regulations, and policies related to efforts to protect the nation from
terrorism (as well as the implementation of new and existing policies and legal authorities), in order to advise the President and executive branch agencies on ensuring that privacy and civil liberties are appropriately considered in their development and implementation.

The primary purpose of this position is to perform duties as an Attorney-Advisor, working under general supervision in the form of broad policy and program guidance. Attorney-Advisors are expected to accomplish assigned functions on their own initiative, independently formulate requirements, responsibly allocate available resources, and develop, recommend, and monitor implementation of policies and procedures. Prior experience related to legal and policy issues implicating privacy, civil liberties, and/or counterterrorism or national security matters is strongly preferred.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Serve as an attorney with limited supervision while gathering factual information, conducting legal and policy analysis, and providing legal expertise to the Board in complex investigations and/or reviews.

2. Work in teams to develop investigative plans including developing timelines and identifying the types of documents and information to seek as part of the Board’s reviews.

3. Prepare memoranda and make appropriate recommendations to the Board.

4. Respond in writing and orally to inquiries from Members of the Board regarding the status of investigations and/or reviews, research and analysis, and policy implications of existing and proposed programs and make recommendations to the Board.

5. Summarize reports received from the intelligence community and other agencies and extract essential information.

6. Assist the Board in reviewing and analyzing federal counterterrorism programs pursuant to its mission to ensure that both existing and proposed programs adequately safeguard privacy and civil liberties. This includes conducting legal research and legal analyses regarding applicable constitutional, statutory and other legal authorities.
7. Advise and assist in the identification of issues and recommendations by providing policy advice, conducting research, and carrying out investigations, as required.

8. Analyze privacy and civil liberties-related issues and national security and counterterrorism programs and assist the Board in understanding how programs operate.

9. Assist in drafting Board reports evaluating privacy and civil liberties safeguards in efforts to protect the nation from terrorism and other Board reports to the President, Congress and the public, as well as drafting congressional testimony, letters, and other documents to carry out the Board’s responsibilities.

10. Represent the Board in interactions with officials from other departments and agencies of the Federal government, the private sector, and non-governmental organizations, as required.

11. Utilize superior oral and written communication skills, including the ability to produce clear, logical, and concise products that are targeted to and meet the needs of diverse audiences with different perspectives and objectives, while demonstrating analytical and critical thinking skills, including the ability to identify issues and to develop process improvements, and working effectively and collaboratively with team members and other agency employees.

12. Perform other duties as needed to assist the Board in its operations.

EDUCATIONAL REQUIREMENTS
Must possess a J.D. or LL.B. and be a member in good standing of a state bar or the District of Columbia bar.

QUALIFICATIONS
Strong writing skills, proficiency in oral presentation and briefing, and knowledge in privacy, civil liberties, and/or national security (especially counterterrorism).

APPLICATION PROCESS
Please submit your application package to jobs@pclob.gov.
Please include the following documents when applying: Cover letter, resume, and writing sample (10 pages or less). If you are less than 3 years out of law school, please also include a transcript. All submitted materials must be at the UNCLASSIFIED level.

If all the materials above are not received, your application will be evaluated solely on the information available, and you may not receive full consideration or may not be considered eligible.

Candidates selected for an interview may be asked to provide references and undergo a writing assessment.

A candidate’s application may be considered for other eligible vacant positions at the agency. The candidate will be contacted if considered for another eligible vacant position.

CLOSING DATE
A panel will convene to evaluate applications on a rolling basis until the position is filled. A review of your application will be made to determine whether you meet the job requirements. To determine if you are qualified for this job, your resume and supporting documentation will be evaluated. Candidates will be placed into categories of “best qualified”, “qualified”, and “not qualified”. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may be placed in a different category. Please follow all instructions carefully. Errors or omissions may affect your categorization.

INTERVIEWS
Interviews will be conducted by videoconference.

TELEWORK, TRANSPORTATION, AND BENEFITS
The duty station for this position is at the agency’s offices in Washington, D.C. The agency is currently working on “re-entry” into the office. The incumbent will need to work in the agency’s secure offices and attend briefings in person at other agencies as necessary to complete classified assignments but telework may also be made available per agency policy.

If you use public transportation, part of your transportation costs may be subsidized. Our budget office can provide additional information on how this program is run.
A career with the U.S. Government provides employees with a comprehensive benefits package.