

ATTORNEY-ADVISOR JOB ANNOUNCEMENT

JOB TITLE: Attorney-Advisor

AGENCY: Privacy and Civil Liberties Oversight Board

SALARY RANGE: \$89,834 – \$165,300/ 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 may be required to serve a two-year trial period.

DUTY LOCATION: Washington, D.C.

WHO MAY APPLY: Open to the public. 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 for privacy and civil liberties-related issues and national security and counterterrorism programs
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. 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.
4. Analyze privacy and civil liberties-related issues and national security and counterterrorism programs and assist the Board in understanding how programs operate.
5. 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.

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.

APPLICATION PROCESS

Please complete your application on USAJOBS:

GS-12 Equivalency: <https://www.usajobs.gov/job/684078900>

GS-13 Equivalency: <https://www.usajobs.gov/job/684079100>

GS-14 Equivalency: <https://www.usajobs.gov/job/684079200>

GS-15 Equivalency: <https://www.usajobs.gov/job/684079500>

Please upload 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.

NO TRAVEL EXPENSES FOR INTERVIEWS

Candidates from outside the Washington, D.C., area may be selected for a telephone or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

TELEWORK, TRANSPORTATION, AND BENEFITS

Telework may 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.