

## 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 Children, Families, and Aging Division (CFAD).**

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

**DUTY STATION:** Washington, DC

**SALARY RANGE:** \$68,036 - \$148,967

**OPEN PERIOD:** February 23, 2018 – March 9, 2018

### **JOB SUMMARY:**

This is a General Attorney position in the Children, Families, and Aging Division (CFAD). The incumbent provides legal counsel and litigation support to the Administration for Children and Families (ACF) and the Administration for Community Living (ACL) within the U.S. Department of Health and Human Services. This is a national practice that involves over \$50 billion in mandatory and discretionary grant programs.

*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>

### **QUALIFICATIONS REQUIRED:**

Your resume 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. CFAD seeks attorneys with superior academic credentials; exceptional research, writing, and interpersonal skills; and demonstrated interest and experience in human services programs affecting the lives of children, families, older adults, and individuals with disabilities.

We have an interest in qualified applicants who are knowledgeable about or have experience with Federal grants law, as well as legal issues presented by the Administration for Children and Families or the Administration for Community Living. We have particular interest in those with experience or an interest in immigration law, the laws affecting unaccompanied children, and the laws regarding trafficking of persons. Such laws include, but are not limited to: The Homeland Security Act of 2002, the Trafficking Victims Protection Act of 2000, the Trafficking Victims Protection Reauthorization Act of 2008, and, generally, the Immigration and Nationality Act. Experience with programs involving Independent Living or intellectual and developmental disabilities, such as working with protection and advocacy organizations also is useful.

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The following are required qualifications:

- ✓ You must possess a Juris Doctorate (J.D.) from an accredited ABA law school.
- ✓ Active bar status in good standing and eligibility to practice law in the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia.
- ✓ Applicants with a law degree who have not passed the bar may be hired as a Law Clerk and converted to the General Attorney position upon passing the bar. If hired as a Law Clerk, admission to the bar must be completed within 14 months of date of appointment to the position.
- ✓ Candidates should have outstanding organizational, time management, and interpersonal 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 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.
- ✓ 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:**

To receive full consideration, the following documents must be received at [elizabeth.jeffries@hhs.gov](mailto:elizabeth.jeffries@hhs.gov) by 11:59 p.m. on the closing date of the announcement. Failure to submit a full package may result in your application being rejected:

- ✓ Short cover letter addressed to Judith Haron, Deputy Associate General Counsel-Children Families and Aging Division.
- ✓ 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 and supervisor name(s) and telephone number(s)– you may add a notation asking to be notified prior to CFAD contacting the listed supervisor).
- ✓ Two legal writing samples (no more than 10 pages each).
- ✓ Law school transcripts, if graduated from law school within the past five years.
- ✓ Statement of interest addressing experience in providing legal advice on human services-related matters. If applicant possesses immigration-related experience, the written statement should address the substantial experience in such field.
- ✓ Proof of active bar status in good standing and eligibility to practice law in a state, U.S. territory, the District of Columbia, or the Commonwealth of Puerto Rico (not required if applying as a Law Clerk).
- ✓ Names and contact information for at least three professional references.