

Attorney Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Office of the Commissioner (OC)
Office of the Chief Counsel (OCC)
Silver Spring, MD

Application Period: This is an Open Continuous announcement.
Who May Apply: U.S. Citizens or U.S. Nationals. Foreign nationals or legal permanent residents are not eligible for consideration.
Position Information: Attorney, GS-0905-11, 12, 13, or 14
Full Performance Level: The attorney position’s full performance level is a GS-15, based on meeting the qualifications for the position.
Salary: GS-11 to GS-14 salary range is from \$82,764 to \$135,987 (includes locality for the DMV area (Silver Spring, MD location))
Location: Silver Spring, MD
Travel Requirements: May be required for less than 20%
Work Schedule: Full Time
Remote Work or Telework: May be offered as determined by the agency policy.
Appointment Type: This position is being filled in accordance with 5 CFR 213.3102(d) and is in the excepted service.
Bargaining Unit Status: This position is covered by the Department of Health and Human Services (HHS) and National Treasury Employees Union (NTEU) National Agreement, July 2023. (BUS Code 3591)
Relocation Expenses Reimbursement: No

Introduction

This position is located in the Office of the Chief Counsel, Office of the Commissioner, Food and Drug Administration, Silver Spring, MD. The Office of the Chief Counsel is looking for attorneys with a demonstrated interest in public service and is particularly interested in any interest in any of the following areas: administrative law; litigation; the regulation of animal drugs; the regulation of food; the regulation of medical products; or the regulation of tobacco products. The work of our attorneys has an immediate impact on public health and law across the country. Recognizing that diversity is a strength, the Office of the Chief Counsel values varied backgrounds and encourages members of historically underrepresented groups to apply. Candidates must have a record of strong academic achievement, along with outstanding legal research, writing, oral, and analytical skills and be adept at working with and advising clients. Recognizing that diversity is a strength, the Office of the Chief Counsel values varied backgrounds and encourages members of historically underrepresented groups to apply.

Duties/Responsibilities

As an attorney, you will:

- Research moderately difficult and complex problems and cases concerning interpretation, application, and enforcement of program statutes, rules, and regulations.
- Assimilate and apply legal principles and guidance contained in case law, program rules, and regulations, and similar materials.
- Provide legal advice, guidance, and assistance to program officials, agency personnel and others in such areas as: specific regulatory problems, issues, and actions; development of modified and new program regulations and guidelines; etc.
- Evaluates program specifications for regulations, drafts regulations, notices, and forms, and prepares precedent opinions in areas which may involve little or no precedent.
- Assists, in conjunction with the Department of Justice (DOJ), in the conduct of litigation, including the preparation of motions, briefs, supporting memoranda, and affidavits.

Qualifications

Specialized/Legal Experience. Specialized/legal experience is experience that equipped the applicant with the particular knowledge skills, abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

Below are the qualification requirements (degree and/or experience or judicial clerkship) required:

Grade Level	J.D. or LL.B.	Bar Membership	Legal Experience Requirements
GS-9 and GS-11 (Attorney)	Required	Required	None
GS-12 (Attorney)	Required	Required	1 year of professional legal experience post bar admission equivalent to the GS- 11 level
GS-13 (Attorney)	Required	Required	2 years of professional legal experience post bar admission, with one year of experience equivalent to the GS-12 level
GS-14 (Attorney)	Required	Required	3 years of professional legal experience post bar admission with one year of experience equivalent to the GS-13 level
GS-15 (Attorney)	Required	Required	4 years of professional legal experience post bar admission with one year of experience equivalent to the GS-14 level

Education Transcripts

If you are using education as any part of your qualifications for this position, you must submit a transcript, or a list of courses that includes grades earned, completion dates, and quarter and

semester hours earned. Unofficial transcripts are acceptable at time of application, but official transcripts must be provided if you are selected.

Electronic Transcript Caution: If you have obtained your transcripts electronically, the file might contain security measures that could prevent our application system from reading the file. **See [How to manage documents](#) for tips on submitting your paper-based documents.**

FOREIGN EDUCATION

Applicants using part, or all of their education completed outside of the U.S. to meet the qualification requirements, must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the U.S. Some positions require the completion of specific courses or a specified number of credit hours. Therefore, the foreign credential evaluation should provide information similar to that of an official transcript, to include a list of the courses taken, quarter and/or semester hours awarded, the cumulative grade point average (GPA), honors received, if any, date degree awarded. Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services listed below:

1. [National Association of Credential Evaluation Services](#) (NACES)
2. [Association of International Credentials Evaluators](#) (AICE)

Credential evaluations are not free, and applicants are responsible for the cost of the selected service. See the [U.S. Department of Education](#) for more information.

Veterans Preference

Traditional rating and ranking of applications and veterans' preference does not apply to the attorney selection process. This means veterans do not receive selection entitlement; however, veteran status will be considered as a positive factor.

Veterans wishing to claim preference must submit a DD-214 that has the dates of service and discharge status and VA disability letter (if applicable). Applicants wishing to claim derived preference as a parent, spouse, or widow/widower must submit a copy of the deceased or disabled veteran's DD-214 that has the dates of service and discharge status and the [SF-15](#), Application for 10-point Veterans Preference. Please follow the SF-15 instructions regarding required documentation and provide responses to questions 1-7 on the form if the derived preference is based on the veteran being disabled. Please note, while veterans' preference does not apply to the selection process, it must be adjudicated for other employment purposes.

How You Will Be Evaluated:

Your resume and supporting documents will be reviewed to see if you possess the following competencies (knowledge, skills, abilities and other characteristics). You need not respond to the KSA's separately, but your resume should contain sufficient information to demonstrate possession of these competencies. ***Please follow all instructions carefully. Errors or omissions may affect your eligibility.***

1. Legal Jurisprudence and research
2. Written communication
3. Oral communication
4. Analytical and evaluative skills
5. Interpersonal skills

All eligible and qualified candidates will be referred to the hiring manager for further consideration.

If referred to the hiring manager for consideration, you may be further evaluated based on an interview; review of requested work samples, writing samples, most recent performance evaluation(s), or professional references; or results of an oral presentation or work-related test. Failure to comply with any of the additional requirements will result in removal from further consideration.

How to Apply:

Resume: At a minimum, your resume should list the position title, employer name, start and end dates (including month and year, e.g., June 2021 to June 2022), hours worked per week, and a list of duties performed or accomplishments, for EACH position listed. **A CV (curriculum vitae) may not contain enough information to meet these requirements.**

- [Resume Writing Tutorial](#)
- [Resume Writing FAQ](#)

To be considered, send an email to OCOCCAttorneyAPP@fda.hhs.gov with the following items:

- a resume
 - Indicate full-time or part-time employment. If part-time, please specify the number of hours worked per week; and
 - Indicate if you are claiming veterans' preference eligibility. Example: Veterans Preference Eligibility: Yes or No
- law school transcript
- an analytical legal writing sample
- a cover letter describing (1) your interest in a position with FDA's Office of the Chief Counsel, including any areas you are particularly interested in; and (2) your legal experience, education, or training that would qualify you for this position.

If you have questions about submitting your materials or need more information, please email OCOCCAttorneyAPP@fda.hhs.gov.

Conditions of Employment

- **Citizenship Requirement:** You must be a U.S. Citizen or national to be considered for this advertisement unless explicitly stated otherwise.
- **Selective Service Registration:** All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.

- **FDA participates in e-Verify:** All new hires must complete the I-9 form; this information will be processed through e-Verify to determine your employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.
- **Background Investigation Requirement:** All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.
- **Direct Deposit:** You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- **Financial Disclosure:** This position may require financial disclosure reporting and will be subject to FDA's prohibited financial interest regulation. If you are hired, you may be required to divest of certain financial interests. You are advised to seek additional information on this requirement from the hiring official before accepting any job offers. For more information, please visit the FDA Ethics web page: <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

Other Information

Political Appointment: If you are serving or have served in the last 5 years as a political, Schedule A, Schedule C, or Non-career SES appointee in any Executive Branch, HHS/FDA may be required to obtain approval by the Office of Personnel Management (OPM) prior to beginning employment. See [Political Appointee FAQ - OPM](#).

In accordance with Executive Order 12564 of September 14, 1986, the Department of Health and Human Services (HHS) is A Drug-Free Federal Workplace. The use of illegal drugs, on or off duty, by Federal employees is inconsistent not only with the law-abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the public.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.

Ethics Clearance Requirements

This position may require financial disclosure reporting and will be subject to FDA's prohibited financial interest regulation. If you are hired, you may be required to divest of certain financial interests. You are advised to seek additional information on this requirement from the hiring official before accepting any job offers. For more information please visit the FDA Ethics web page: <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis. A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits. Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when: An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job. An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace. An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events. You can request a reasonable accommodation at any time during the application or hiring process or while on the job.

Requests are considered on a case-by-case basis. Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

E-Verify

The Food and Drug Administration participates in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

- [Criminal history inquiries](#)
- [Equal Employment Opportunity \(EEO\) Policy](#)
- [Financial suitability](#)
- [Privacy Act](#)
- [Reasonable accommodation policy](#)
- [Selective Service](#)
- [Signature and false statements](#)
- [Social security number request](#)