ATTORNEY ADVISOR
GS-905-14/15
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
(Falls Church, VA)
VACANCY ANNOUNCEMENT NUMBER: EOIR-14-0023
1 POSITION

About the Office: The Executive Office for Immigration Review, Office of General Counsel (OGC), U.S. Department of Justice, is seeking an individual to serve as an Attorney Advisor.

The Executive Office for Immigration Review (EOIR) is responsible for adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings.

EOIR consists of three adjudicatory components: The Office of the Chief Immigration Judge, which is responsible for managing the numerous Immigration Courts located throughout the United States where Immigration Judges adjudicate individual cases; the Board of Immigration Appeals, which primarily conducts appellate reviews of the Immigration Judges' decisions; and the Office of the Chief Administrative Hearing Officer, which adjudicates immigration-related employment cases. EOIR is committed to providing the fair, expeditious, and uniform application of our Nation's immigration laws in all cases. EOIR's Headquarters is located in Falls Church, Virginia, about 10 miles from downtown Washington, D.C.

This is a Excepted service position; additional positions may be filled from this announcement within 90 days of certificate issuance

KEY REQUIREMENTS:

U.S. Citizen or National.
Moving and Relocation Expenses are not authorized.
Suitable for Federal employment as determined by completion of a favorable background investigation and drug test, if applicable.
A two year trial period is required, if not previously completed.
Selective Service Registration is required, as applicable.

Area of Consideration: All Sources

Responsibilities and Opportunity Offered: The Attorney for this position will provide legal counsel and litigation assistance to the Office of General Counsel, EOIR, of the U.S. Department of Justice on matters pertaining to EOIR's Attorney Discipline and Fraud and Abuse Prevention Programs. This Attorney may also support OGC's Employee and Labor Relations Unit, Freedom of Information Act (FOIA) unit, and Ethics Office.

Specific duties include, but are not limited to:
• Reviewing and investigating complaints and providing litigation support for EOIR's Attorney Discipline Program;
• Reviewing complaints and providing litigation support for EOIR's Fraud and Abuse Prevention Program;
• Providing legal advice and litigation support for issues involving Employee and Labor Relations;
• Representing EOIR as trial attorney in cases before arbitrators, the Equal Employment Opportunity Commission (EEOC), the Merit Systems Protection Board (MSPB), the Federal Labor Relations Authority (FLRA), and the Federal Service Impasses Panel (FSIP).
• Providing legal advice and review of requests and responses to third-party FOIA requests and Office of Information Policy (OIP) Appeals of FOIA decisions;
• Providing litigation support regarding FOIA and Privacy Act lawsuits;
• Addressing records management requirements of EOIR and providing components with guidance on these issues; and
• Providing assistance in EOIR's ethics program, including researching and drafting ethics opinions; reviewing financial disclosure reports; and providing ethics training.

**Qualifications**: Required qualifications: Applicants must possess an LL.B. or a J.D. degree and be an active member of the bar, duly licensed and authorized to practice law as an attorney under the laws of a U.S. state, territory, Puerto Rico, or the District of Columbia (include the date of your admission to the bar). Applicants must be U.S. citizens and have a minimum of three (3) years of professional legal experience post J.D. to qualify for the GS-14 level; and four (4) years of professional legal experience post J.D. to qualify for the GS-15 level.

Full performance for this position is GS-15.

**Preferred qualifications:**

The individual who fills this position will have experience with, or significant knowledge of one or more of the following:

• attorney discipline and/or immigration fraud and abuse, including the latest legal decisions and procedures in these fields;
• the Privacy Act, FOIA, FISMA, records management;
• Federal sector employment and labor relations law, including law and procedures of the EEOC, MSPB, and/or FLRA; and government ethics rules and laws, including the Standards of Ethical Conduct for Employees of the Executive Branch.

**These qualifications must be met by the closing date of the announcement.**

Occasional travel may be required.

**Salary Information**: The salary range varies between: $106,263.00 to $157,100.00 USD.
**Location:** Falls Church, VA

**Relocation Expenses:** Relocation expenses will not be paid.

**Submission Process and Deadline Date:**

To apply, please submit a resume, statement, and a writing sample (a brief or comparable analytic legal exposition that is your work product), and most current performance appraisal.

Please note: All applications must contain the announcement number, title, and grade(s) of the job for which you are applying. Applications must also contain your full name, mailing address (with zip code), email address, day and evening phone numbers (with area code), social security number, any other country of citizenship (if applicable), veterans' preference, date and state of bar admission, and the highest Federal civilian grade held (also give job series and dates held).

Applications may be hand delivered, mailed or emailed. To avoid delays, we highly recommend hand carrying or emailing your application package. The email address is: EOIR.HR_Application_Review@usdoj.gov.

Applications must be received by email on the closing date of the announcement in the Human Resources Office, no later than 11:59 pm (EST) on **April 25, 2014**.

Applications can be mailed to:

**U.S. Department of Justice**  
**Executive Office for Immigration Review**  
**Human Resources Staff, Administrative Division**  
**5107 Leesburg Pike, Suite 2300**  
**Washington, DC 20530**  
**Attn: Inez Patten**

Applications must be received by mail on the closing date of the announcement in the Human Resources Office by 5 pm (EST) on April 25, 2014.

**APPLICATIONS WILL NOT BE ACCEPTED IF THEY ARE SUBMITTED BY TELEFAX, OR GOVERNMENT-PAID POSTAGE ENVELOPE.**

**Internet Sites:** [http://www.usdoj.gov/oir](http://www.usdoj.gov/oir)  
Other attorney vacancy announcements can be found at: [www.justice.gov/careers/legal/attvacancies.html](http://www.justice.gov/careers/legal/attvacancies.html)

**Department Policies:** Employment is contingent upon the completion and satisfactory adjudication of a background investigation.

All DOJ applicants, whose job location is within the U.S., must meet the residency requirement. For a total of three years (not necessarily consecutive years) of the five years immediately prior
to applying for a position, the applicant must have: 1) resided in the U.S.; 2) worked for the U.S. overseas in a Federal or military capacity; or, 3) been a dependent of a Federal or military employee serving overseas.

ADDITIONAL INFORMATION:

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other substantiating documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard form (SF) 15, Application for 10-point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website at: www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preference and the required supporting document(s). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pension to be dated 1991 or later, except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due
to a permanent service-connected disability or that he/she was transferred to the permanent
disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination are not an endorsement by the Department of the organization or group disseminating and/or posting the information.

REQUIRED DOCUMENTS:

Resume and supporting documents.
You must also submit a short (1-page) statement in support of your application.
DD-214, and if applicable, SF-15, and letter from VA or military, dated 1991 or later.
Must provide your latest performance appraisal and SF-50 (Notification of Personnel Action).
Writing sample (not to exceed ten (10) pages.)