

**ATTORNEY ADVISOR**  
**GS-905-12/13**  
**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**  
**(Falls Church, VA)**  
**VACANCY ANNOUNCEMENT NUMBER: EOIR-14-0012**  
**4 POSITIONS**

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

This position is located in the Executive Office for Immigration Review (EOIR), Board of Immigration Appeals. EOIR is responsible for adjudicating immigration cases. Specifically, under delegated authority from the Attorney General, EOIR interprets and administers the Federal immigration laws by conducting immigration court proceedings, appellate reviews, and administrative hearings. EOIR consists of three 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.

**KEY REQUIREMENTS:**

U.S. Citizen.

Suitable for Federal employment as determined by completion of a favorable background investigation and drug test, if applicable.

Males born after 12/31/59 must be registered with the Selective service or exempt from having to register.

Relevant experience (see qualifications below).

U.S. Citizens

**Responsibilities and Opportunity Offered:** The Attorney Advisor is responsible for reviewing and analyzing extensive records of administrative proceedings, conducting any needed research, and drafting formal appellate orders for consideration by the Board of Immigration Appeals (BIA), the highest administrative tribunal in the immigration field. The Attorney Advisor must evaluate administrative records of proceedings to determine whether the hearing was fair and procedural requirements were met, whether applicable statutes, regulations and precedents were correctly interpreted and applied, and whether the evidence was adequate to sustain the administrative findings of fact. The Attorney Advisor must also assess whether administrative discretion was exercised properly and must recommend to the Board a formal legal disposition of

the appeal or motion under review. Performance expectations are commensurate with grade level. The position may include other duties as assigned.

**Qualifications:** You 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 state, territory or the District of Columbia (include the date of your admission to the bar); be a U.S. citizen; and have a minimum of one year of professional legal experience to qualify for the GS-12 level and two years of professional legal experience to qualify for the GS-13 level. These qualifications must be met by the closing date of the announcement.

**QUALITY RANKING FACTORS:**

Applicants will be evaluated on the basis of the quality of your experience.

Applicants are required to address the QRFs. Failure to submit this information may result in your application receiving less favorable consideration.

- 1) Excellent analytical, research, and writing abilities;
- 2) Proven ability or potential to perform effectively with a high-volume case load and in a working environment of continuous legal research and writing.

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

**Salary Information:** The salary range varies between: \$75,621.00 to \$116,901.00 USD.

**Location:** Falls Church, VA

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

**Submission Process:** Applicants must submit an OF-612 Optional Application for Federal Employment, resume, or any other written format that describes your job qualifications. You must also submit a short(1-page) statement in support of your application. In addition, you must submit your most current performance appraisal.

If you are submitting a resume, it must include the announcement number, title and grades(s) of the job for which you are applying and specific location(s); your full name, mailing address, day and evening telephone numbers (including area code), email address, social security number, country of citizenship, veterans' preference, highest Federal civilian grade held including job series and dates held. Applications must be sent 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: Kathy Tolson**

Applications must be received in the Human Resources Office by 5 pm EST on the closing date.

**APPLICATIONS WILL NOT BE ACCEPTED IF THEY ARE SUBMITTED IN ELECTRONIC FORMAT, BY TELEFAX, OR SENT USING GOVERNMENT-PAID POSTAGE.**

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), day and evening phone numbers (with area code), social security number, any other country of citizenship (if applicable), date and state of bar admission, and the highest Federal civilian grade held (also give job series and dates held).

**APPLICATIONS RECEIVED AFTER May 22, 2014 WILL NOT BE CONSIDERED.**

**Internet Sites:** <http://www.usdoj.gov/eoir/>

Other attorney vacancy announcements can be found at:

<http://www.justice.gov/careers/legal/attvacancies.html>

**Department Policies:** Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review. Dual citizens of the U.S. and another country will be considered on a case-by-case basis.

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 supporting 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, [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) for a copy of SF 15, which lists the types of 10-point preferences 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 pensions 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 is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

#### **REQUIRED DOCUMENTS:**

Resume, OF-612 (Optional Application for Federal Employment) or other format.  
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).