



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 06-01
OPEN: JUNE 23, 2010
CLOSE: AUGUST 13, 2010**

POSITION TITLE: ATTORNEY ADMINISTRATOR FOR THE PUBLIC REPRESENTATIVE PROCESS
GRADE: PRC-6
SALARY RANGE: \$95,000 - \$140,000
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF GENERAL COUNSEL
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

POSITION: FULL TIME
WHO MAY BE: OPEN TO ALL US CITIZENS
CONSIDERED

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled person with experience in the field of law and the public interest.

OVERVIEW

The Postal Regulatory Commission is an independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and directly contribute to the Commission's mission.

The Postal Accountability and Enhancement Act, Public Law 109-435 (PAEA), has given the Commission a new mission to ensure transparency and accountability of the United States Postal Service in order to foster a viable and efficient postal system. The person selected for this position will be a vital contributor to the development of the rules, regulations, and procedures that will help us fulfill our mission.

The Office of General Counsel provides legal assistance on matters involving the Commission's responsibilities, defends Commission decisions before the courts, and manages the formal complaint process.

DUTIES

As an attorney in the Office of General Counsel, the Attorney Administrator will provide administrative guidance and support for the performance of "Public Representatives." Public Representatives are Commission attorneys and analysts who are charged under statute to fulfill the role of representing the interests of the general public in Commission proceedings. These attorneys and analysts serve the role of Public Representative only for the duration of a case, and otherwise are engaged in regular Commission work and supervised by the relevant department heads.

The Attorney Administrator will also perform legal work for the Commission as workload permits. In that capacity, the Attorney Administrator would provide legal advice and counsel to the Commission concerning the rules, regulations and procedures regarding the regulation of rates,

market tests, U.S. Postal Service accounting practices, service standards, formal complaints, appeals, and the confidentiality of Postal Service data.

This individual will:

- Establish, maintain, and update written guidelines for executing the role of Public Representatives to advocate for the general public.
 - Detail the scope, duties, and responsibilities of, and protocols to be followed by, Public Representatives.
- Provide guidance on participation in the litigation processes, and on areas of expertise that might be useful in differing types of cases.
- Ensure that there are adequate processes and practices (“ethical walls”) to protect Public Representatives from interference.
- Perform work on Commission cases and assignments as workload permits.
 - Draft legal documents, rules and regulations, resolutions, and other legal or quasi-legal papers upon request
 - Provide legal advice and assistance to Commission staff, including the General Counsel, Special Assistants, and technical staff

QUALIFICATIONS AND COMPETENCIES

1. Analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.
 - a. Ability to effectively communicate complex concepts both orally and in writing
 - b. Problem solving, critical thinking/analytical, and investigative/research skills
 - c. Interpersonal skills
 - d. Knowledge of the law, quantitative fields, litigation
2. Demonstrated experience with litigation and the regulatory process.
3. Demonstrated experience leading teams and supervising attorneys.
4. Ability to work in a process that advocates for the public interest.

PREFERRED QUALIFICATIONS

1. Demonstrated interest and previous experience representing the public interest.
2. Experience in developing administrative guidelines.
3. Knowledge of the operations of regulatory agencies.

EDUCATIONAL REQUIREMENTS:

1. Degree from a law school accredited by the American Bar Association.
2. Membership in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

AND

3. At least 5 years of experience as a practicing attorney.

HOW TO APPLY

Applicants are required to submit the following:

1. Optional Form 612, Optional Application for Federal Employment
<http://www.opm.gov/forms/html/of.htm#of612> or a resume that includes all of the items listed in Optional Form 612
2. Narrative statement of work accomplishments not to exceed five pages
3. Five-year salary history

Submit application materials to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number: PRC 06-01
901 New York Avenue, NW, Suite 200
Washington, DC 20268-0001

Faxed applications will be accepted. Fax to 202-789-6886. Applications will also be accepted by email at prc0601@prc.gov.

All applications must be received no later than August 13, 2010.

BENEFITS AND OTHER INFO

Benefits

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the **Federal Employees Retirement System** (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual **vacation leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn **sick leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use **Health Care Flexible Spending Accounts** for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

OTHER INFORMATION

Relocation expenses are not authorized.

You must be a **U.S. citizen or national** to be eligible for this position.

If you are a male born after December 31, 1959, must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.

Applications will not be accepted if you use franked envelopes, or postage paid agency envelopes or metered mail.

Where can I get additional information?

You can get forms and additional information from the Commission's personnel office at 202-789-6840.

Whom do I contact if I need a reasonable accommodation?

If you need reasonable accommodation for a disability, please contact 202-789-6840. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.