



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 11-26
OPEN: NOVEMBER 12, 2009
CLOSE: DECEMBER 3, 2009**

POSITION TITLE: ATTORNEY-ADVISOR, ASSOCIATE
GRADE: PRC - 5
SALARY RANGE: \$84,375 - \$135,002
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF THE GENERAL COUNSEL
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled person with education and/or experience in regulatory issues.

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 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.*

DUTIES

As an Attorney-Advisor of the Office of the General Counsel, you will provide legal advice and counsel to the Commission concerning the rules, regulations and procedures regarding the regulation of rates, market tests, USPS accounting practices, service standards, formal complaints, appeals, and the confidentiality of USPS data. Activities include:

- Drafts legal documents, rules and regulations, resolutions, and other legal or quasi-legal papers upon request; approves such writings as to legality and form.
- Coordinates with technical staff to develop analyses in the areas of cost causation, cost avoidance, cost distribution, volume forecasting, revenue requirement, and rate design; makes recommendations to the General Counsel based on data analyses and findings.
- Provides legal advice and assistance to Commission staff, including the General Counsel, Special Assistants, and technical staff.
- Prepares written and oral reports based on legal research and technical analyses; assists in the development of the hearing record, including Information Requests and Notices of Inquiry.

- Recommends final disposition of issues and preparing drafts of final Commission decisions.
- Drafts Commission Opinions and shapes the record in formal hearings.

QUALIFICATIONS AND EVALUATION

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the General Counsel for selection.

To be eligible for consideration, you must have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position. Typically, experience will be related to this line of work and at a level similar to this position. You must meet the technical qualifications described below. Please describe your experience relative to the technical qualifications. We recommend you address each one individually, specifically and completely. Your application must not exceed 5 typewritten pages and should focus on accomplishments which demonstrate possession of each qualification.

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Mandatory Technical Qualifications

1. Ability to effectively communicate complex concepts both orally and in writing
2. Problem solving, critical thinking/analytical, and Investigative/research skills
3. Interpersonal skills
4. Knowledge of the Law
5. Knowledge in Quantitative Fields

Specific Educational Requirements include:

- A. Degree from a law school accredited by the American Bar Association
- B. Membership in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar, AND
- C. At least one year of experience as a practicing attorney.

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.

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

Financial Disclosure: The individual selected for this position will be required to complete and file a Public Financial Disclosure Report, SF 278, within 45 days after selection for the position. 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 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.

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.

Relocation expenses will not be paid by the agency.

HOW TO APPLY

You may use any written format you choose to apply. Be sure your application or resume includes all of the items listed in Optional Form 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). If your application/resume does not include the required information, you may lose consideration for the job.

We will use your application/resume, educational qualifications, and technical qualifications to determine if you meet the minimum qualifications for the position. Also, submit:

- Your supplemental narrative statement that provides a description and examples of your accomplishments separately addressing each of the Mandatory Technical Qualifications. Do not exceed five pages.
- A copy of your most recent performance rating of record.
- A list of training completed in the last five years and dates completed.
- A list of awards received in the last 3 years and dates received.

We will use your responses to the mandatory technical qualifications, educational qualifications, your performance appraisal, and your history of training and awards to further evaluate your application.

Submit application or resume to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number: PRC 11-26
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 prc1126@prc.gov.

All applications must be received no later than December 3, 2009.