



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 10-03
OPEN: OCTOBER 27, 2011
CLOSE: NOVEMBER 4, 2011**

POSITION TITLE: ATTORNEY
LOCATION: TELEWORK
POSITION: PART TIME FLEXIBLE, NOT TO EXCEED ONE YEAR
INFORMATION: UP TO TEN POSITIONS MAY BE FILLED
WHO MAY BE: OPEN TO ALL US CITIZENS
CONSIDERED

INTRODUCTION

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 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.

BACKGROUND

Pursuant to 39 U.S.C. § 404(d), the Postal Regulatory Commission (Commission) serves as an appellate body to review appeals of United States Postal Service determinations to close or consolidate post offices. On review, the Commission may either affirm the determination or remand the matter to the Postal Service for further consideration. The Commission anticipates an influx of appeals. To facilitate its review process, the Commission has an immediate need for several attorneys with excellent writing and analytical skills for part-time work involving appeals.

Attorneys selected will be responsible for reviewing the record and drafting orders in appeals cases. Training and supervision will be provided. Work will be done offsite from the Commission's office via telework. Compensation will be by the case and will continue as needed.

QUALIFICATIONS AND EVALUATION

You will be evaluated and ranked by screeners based on evidence of your ability to successfully perform the duties of the position.

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. You must meet the qualifications described below.

Mandatory Qualifications

1. Ability to effectively communicate complex concepts in writing
2. Problem solving, critical thinking/analytical, and investigative research skills

Education and Experience:

1. Degree from a law school accredited by the American Bar Association, and
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 2 years of experience as a practicing attorney.

HOW TO APPLY

Applicants are required to submit the following:

1. Resume showing relevant experience (cover letter optional)
2. Veteran's Preference documentation: DD214, VA letter, SF-15 (if claiming 10-point preference)

Applicants are strongly encouraged to submit:

1. Cover letter, one page maximum highlighting your qualifications
2. Writing sample
3. Salary requirements, if any
4. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)

Submit application materials to:

1. Email: prc1003@prc.gov
2. Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number: PRC 10-03
901 New York Avenue, NW, Suite 200
Washington, DC 20268-0001
3. Faxed applications will be accepted. Fax to 202-789-6891.

All applications must be received by 5 pm on November 4, 2011.

OTHER INFORMATION

Relocation expenses are not authorized.

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

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.

Reasonable accommodation

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. 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.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990 and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under an agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10-point preference will need to submit Form SF-15, Application for 10-point veterans' Preference.

For more specifics on all veterans employment issues such as Veterans' preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

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

WHAT TO EXPECT NEXT:

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

For more information:

You can get forms and additional information by contacting Sherri Proctor at 202-552-0862.