



**POSTAL REGULATORY COMMISSION**  
**JOB VACANCY NOTICE**  
**VACANCY NUMBER: PRC 18-16**  
**OPEN: OCT. 20, 2016**  
**CLOSE: OCT. 31, 2016**

**POSITION TITLE:** GENERAL ATTORNEY (TERM POSITION)  
**GRADE:** PRC-4  
**SALARY RANGE:** \$77,490 –\$119,794  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF THE GENERAL COUNSEL  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**SECURITY**  
**CLEARANCE:** PUBLIC TRUST BACKGROUND INVESTIGATION  
**INFORMATION:** ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT  
**WHO MAY BE**  
**CONSIDERED:** OPEN TO ALL US CITIZENS  
**APPLICATION PERIOD:** THIS VACANCY ANNOUNCEMENT MAY CLOSE UPON RECEIPT OF **100** APPLICATIONS.

**INTRODUCTION**

The Postal Regulatory Commission, Office of the General Counsel (OGC), has an exciting opportunity for a highly motivated, detail-oriented entry level attorney with interest in contract and regulatory law. This is a term position. Initial appointment is for 24 months and may be extended for another 24 months. OGC attorneys work in a unique regulatory environment where the regulated entity (the United States Postal Service) is a government establishment that is obligated to provide universal mail service and simultaneously has a dominant position for some types of mail (supported by a monopoly) and participates in a competitive market for other types of mail.

**OVERVIEW**

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the United States Postal Service. The five-member Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the general public.

As a small independent executive branch agency, the Commission provides the opportunity to work in a highly skilled, professional and collegial environment with a talented and committed staff and to directly contribute to Commission decisions. The Commission's mission is to ensure transparency and accountability of the United



States Postal Service and to foster a viable and efficient postal system. OGC supports this mission through providing legal analysis on a variety of complex issues in several types of cases, including matters that: form precedent for the Commission, evaluate Postal Service actions on rates and service-related matters, use data comprised of economic and financial information, propose regulations under the Commission's statutory rulemaking authority, and combine a unique blend of law, economics and policy.

### **MAJOR DUTIES AND RESPONSIBILITIES**

General Attorney, PRC-4

The incumbent's primary role is to review negotiated service agreements filed by the Postal Service, work with the technical staff to assess whether the agreements comply with statutory requirements, and draft related orders. Negotiated service agreements are contracts between the Postal Service and private parties for the provision of domestic and international shipping services. In accordance with the requirements of the PAEA, the Commission reviews the agreements for compliance with applicable statutory requirements and determines whether they can go into effect. The incumbent will receive training from a senior level attorney who will also review work for accuracy, completeness, and the accomplishment of preset objectives and priorities. After an initial period, the incumbent will be expected to handle routine assignments independently and, when necessary, seek guidance and advice from a senior level attorney. As the incumbent's experience and proficiency grows, the incumbent may receive additional assignments branching into other areas from the General Counsel and Deputy General Counsels (Deputies), which may include drafting legal memoranda and conducting legal research, drafting legal analysis for Commission orders and reports, reviewing agency policies and procedures and other legal matters.

### **MANDATORY QUALIFICATIONS**

All of the following qualifications must be demonstrated in your resume and cover letter:

1. A professional law degree (LLB or JD) from a school of law accredited by the American Bar Association (ABA).
2. Membership in good standing of the bar of a state, a territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico. If recent law school graduate, applicant must obtain membership in good standing of the bar of a state, a territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico within one year of the date of employment.
3. Exceptional attention to detail in a professional or academic setting.

In addition, you must demonstrate at least two of the following qualifications in your resume and cover letter:

1. Demonstrated law school academic achievement (*e.g.*, top 25% rank upon graduation, cumulative law school grade point average of at least 3.5 or equivalent under an alternate grading system).
2. Undergraduate or graduate degree in economics, accounting, engineering, or other technical or quantitative field.



3. Judicial or other legal internship while in law school or completion of at least one year of a judicial clerkship.
4. Leadership role in a significant law school activity (*e.g.*, membership on the editorial board of an academic law journal or moot court organizer/board member).
5. Publication of an article or note in an academic law journal accredited by the journal's law school.
6. Demonstrated interest, through coursework and/or internships, in regulatory, contract, or administrative law.
7. Significant clinical experience or summer internship.
8. Prior relevant professional experience.

## EVALUATION

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement. The panel will forward the appropriate candidates to the General Counsel for further consideration and possible interview.

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of the position described above. Typically, experience will be related to legal or regulatory work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work. Volunteer work can help to build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

## BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

**Life insurance** coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

**Long-Term Care Insurance** is offered and carries into your retirement. More info: <http://www.ltcfeds.com/>

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.opm.gov/retirement-services/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2016>

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 may participate in the **Flexible Spending Account (FSA)** program 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.

#### **CONDITIONS OF EMPLOYMENT**

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

#### **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 U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

#### **VETERAN INFORMATION**

The Commission does not use a formal rating system for applying veteran preference to attorney appointments; however, the Commission does consider veteran preference eligibility as a positive factor in attorney hiring. Applicants eligible for veteran preference and who wish the Commission to consider it must include that information in their resumes and attach supporting documentation (e.g. DD-214 or other substantiating documents) to their applications. ***Without this documentation, applicants will not receive veteran preference.***

#### **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 when requested 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 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, on request 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. Appropriate candidates will be referred to the General Counsel for further consideration and possible interview. You will be notified of the outcome.

Prior to any interview, you will be requested to provide a writing sample that demonstrates your ability to describe legal and/or technical concepts clearly, understandably, and persuasively.

### **HOW TO APPLY**

You are requested to apply through the online application system at [www.USAJOBS.gov](http://www.USAJOBS.gov). Follow the prompts to register, answer questions and submit all required documents.

**If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.**

**In order for your application to be considered complete, the following documents must be submitted:**

1. Cover Letter (no more than two pages)
2. Resume showing relevant experience; *(If you are claiming veteran preference, you must indicate the type of veteran preference you are claiming on your resume)*
3. A copy of your most recent SF-50 (if a current federal employee)
4. Five year salary history
5. A minimum of two professional references (at least one of whom has directly supervised the applicant)
6. Law school transcript
7. Undergraduate or graduate transcript if you are relying on your prior education to fulfill the mandatory qualifications of the position
8. Five point veterans must submit a DD214
9. Ten point veterans **must** submit the following:
  - a. A copy of your DD214
  - b. Application for 10-point veteran preference, SF-15 [http://www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf)
  - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
  - d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If



you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>.

**Additionally, applicants are strongly encouraged to submit:**

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)  
[http://www.prc.gov/sites/default/files/job-openings/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

This vacancy announcement will be open from 10/20/2016 to 10/31/2016 or when **100** applications have been received. The vacancy will close on whichever day the first of these conditions is met. If the application limit is reached on the same day the announcement is opened, the open and close date will be the same. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

**Application packages will NOT be accepted via mail or fax. All applications must be received by 11:59 pm on Oct. 31, 2016.**

**FOR MORE INFORMATION**

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.