



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 03-20
OPEN: MAY 7, 2020
CLOSE: JUNE 4, 2020**

POSITION TITLE: ATTORNEY ADVISOR
GRADE: PRC-5
SALARY RANGE: PRC 5 \$102,663 – \$145,578
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: MULTIPLE POSITIONS MAY BE FILLED UNDER THIS SINGLE VACANCY ANNOUNCEMENT
**WHO MAY BE
CONSIDERED:** OPEN TO ALL US CITIZENS
APPLICATION PERIOD: FOUR WEEKS OR UNTIL 100 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

INTRODUCTION

The Postal Regulatory Commission, Office of the General Counsel (OGC), has an exciting opportunity for a highly motivated, organized, and detail-oriented attorney with interest in regulatory law as it relates to the highly competitive postal environment. The PRC5 position is a permanent position with a one-year probationary period.

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 monopoly position for some types of mail, yet at the same time participates in a competitive market with private sector companies 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 bipartisan 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.

WORK ENVIRONMENT

The Commission annually ranks as one of the best places to work in the federal government, scoring high in employee engagement and environment. The Commission also is on the forefront of offering flexible working arrangements, and after an initial training and probationary period, it allows employees the opportunity to participate in telework combined with alternative work schedules. In the current pandemic situation, all employees are teleworking and supported by a variety of Commission technologies.

MAJOR DUTIES AND RESPONSIBILITIES

Attorney-Advisor, PRC-5

After an initial period of informal training, a PRC-5 attorney is expected be able to handle routine assignments independently and, when necessary, seek guidance and advice from a more senior attorney or Deputy. The attorney is expected, following exposure to a range of assignments and cases, to build a baseline of competency with Commission legal practice. An attorney at this grade must have a level of skill and ability (based on prior professional experience) that informs his/her judgment as to when a higher level of attention or review is necessary.

An Attorney-Advisor, PRC-5:

- Drafts legal notices, orders, regulations, reports, memoranda, policies, and other documents upon request and according to accepted form and practice.
- Coordinates with technical staff to develop analyses on routine matters such as the application of analytical and economic principles to Commission proceedings and the Postal Service's compliance with applicable statutory and regulatory provisions. With technical staff, makes recommendations to the General Counsel, Deputies, and other senior leadership based on data analyses and findings. May be part of a team of attorneys or work closely with Deputy or a more senior attorney on more complex matters.
- Analyzes pleadings filed with the Commission; conducts applicable legal and policy research; and provides legal advice and assistance to Commission staff, including the General Counsel, Deputies, Commissioners' staff, and technical staff on routine matters.
- Identifies potentially ambiguous, contentious, complex, or novel issues raised in Commission proceedings or during review of internal Commission policies or practices, and seeks guidance on those issues from a more senior attorney, Deputy, or the General Counsel.
- Provides written and oral reports, memoranda, and briefings based on legal research and analyses and assists in the development of proceedings' records, including developing requests for information from participating parties.



Supervision

A PRC-5 Attorney-Advisor is under the direct supervision of a Deputy and receives assignments from the General Counsel and Deputies, who work with the attorney to set objectives, priorities, and deadlines. The attorney will receive additional assistance with issues that are ambiguous, contentious, complex, or novel. As experience increases, the attorney should be able to independently identify such issues and conduct related research. The attorney keeps the General Counsel and Deputies apprised of progress in meeting preset objectives and deadlines. All of the attorney's work product is reviewed for accuracy, completeness, and the accomplishment of preset objectives and priorities.

MANDATORY QUALIFICATIONS

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.
3. At least one year of professional experience, such as a clerkship or in general law practice, in a position that required extensive legal research, writing, and analysis, on a variety of complex civil or administrative (non-criminal) legal issues.
4. Experience researching areas of law with little or no precedent, producing complex legal analysis based on that research, and presenting well-reasoned conclusions or recommendations verbally and in writing.
5. Experience or education demonstrating the ability to review, discuss, and interpret complex quantitative or technical concepts and to work with subject matter experts to apply a legal framework to complex quantitative or technical facts.
6. Experience briefing or informing mid-level or senior decision-makers of background/context, analysis and recommendations for future action.
7. Ability to work independently using critical thinking and research skills to resolve unique questions of law or fact.
8. Ability to independently manage workload/caseload and allocate time among a number of competing long-term, medium-term and short-term projects.

PREFERRED QUALIFICATIONS

1. Experience with the general principles of administrative law, such as drafting proposed regulations, providing comments in administrative proceedings, drafting administrative decisions or representing parties before administrative law judges or administrative bodies.
2. Knowledge of applicable economic and legal regulatory concepts, such as competition/antitrust law, accounting principles, laws affecting the United States Postal Service, and/or operations and services of the United States Postal Service.
3. Judicial or administrative law clerkship experience that included an extensive research and writing component.



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.

Ethics Requirements

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. The Commission also has ethics rules (39 C.F.R. part 3001, subpart A) and supplemental standards of ethical conduct (5 C.F.R. part 5601). The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on the Commission's annually published prohibited securities list. Applicants are encouraged to request and review this list to determine if any potential conflicts exist prior to accepting an appointment with the Commission. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding.

For more information, visit either <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/> or <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

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/pay-leave/federal-holidays/#url=2020>

As a Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan \(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

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
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- 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.

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. 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. A minimum of two professional references (at least one of whom has directly supervised the applicant)
5. Five point veterans must submit a DD214
6. 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
 - 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

This vacancy announcement will be open from 5/7/2020 to 6/4/2020. 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 June 4, 2020.

FOR MORE INFORMATION

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