



**POSTAL REGULATORY COMMISSION**  
**JOB VACANCY NOTICE**  
**VACANCY NUMBER: PRC 02-22**  
**OPEN: JANUARY 6, 2022**  
**CLOSE: FEBRUARY 17, 2022**

**POSITION TITLE:** ATTORNEY ADVISOR  
**GRADE:** PRC-5-6; CAREER LADDER/PROMOTION POTENTIAL TO PRC-7  
**SALARY RANGE:** PRC 5 \$106,823 – \$151,479  
PRC 6 \$126,233 – \$168,282  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF THE GENERAL COUNSEL  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001  
REMOTE WORK POTENTIAL

**SECURITY**  
**CLEARANCE:** PUBLIC TRUST BACKGROUND INVESTIGATION  
**INFORMATION:** ONE PERMANENT POSITION AND ADDITIONAL TERM POSITIONS MAY BE FILLED UNDER THIS SINGLE VACANCY ANNOUNCEMENT

**WHO MAY BE**  
**CONSIDERED:** OPEN TO ALL US CITIZENS  
**APPLICATION PERIOD:** SIX WEEKS OR UNTIL 100 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

**SUMMARY**

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 and demonstrated experience in regulatory law. The PRC 5-6-7 position is a permanent position with a one-year probationary period. Promotion potential exists to the PRC 7 level.

**LEARN MORE ABOUT THIS AGENCY**

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.

Further information about the Commission and the Office of General Counsel is available at [www.prc.gov/about](http://www.prc.gov/about).

**WORK ENVIRONMENT**

The Commission annually ranks as one of the best places to work in the federal government as a small agency with less than 100 employees, scoring high in employee engagement and environment in the Federal Employee Viewpoint Survey. 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 of up to 7 days per pay period, and potentially fully remote work, 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.

### Attorney-Advisor, PRC-6

In addition to independently working on routine matters, a Grade 6 Attorney-Advisor is assigned matters of increasing complexity and difficulty. An attorney at this grade will only require occasional guidance on more routine matters.



An Attorney-Advisor, PRC-6:

- Independently drafts legal notices, orders, regulations, reports, memoranda, policies, and other documents upon request and according to accepted form and practice. Reviews and provides feedback on such documents prepared by a less experienced attorney upon request.
- Coordinates with technical staff to develop analyses on routine and complex matters in areas such as cost allocation and causation; 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 analyses and findings.
- May lead projects with multiple attorneys assigned or serve as mentor to a less experienced attorney.
- Analyzes pleadings filed with the Commission; conducts applicable legal and policy research; and provides legal advice and recommendations to Commission staff, including the General Counsel, Deputies, Commissioners' staff, and technical staff on routine and more complex matters.
- Identifies potentially ambiguous, contentious, complex, or novel issues raised in Commission proceedings or during review of internal Commission policies or practices, and develops recommendations for senior leadership as to how address those issues.
- 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. Reviews and provides feedback on such documents prepared by a less experienced attorney upon request.
- Recommends final disposition of issues and prepares drafts of final Commission decisions.

#### **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.

### **HOW YOU WILL BE EVALUATED**

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. subpart A of part 3001 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=2022>



If you are a current 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

- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- You will be required to participate in direct deposit.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- You must successfully pass a background investigation.
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- The Postal Regulatory Commission uses e-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.
- COVID-19 vaccination requirement (see additional information).

#### REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office at [HR@prc.gov](mailto:HR@prc.gov) or Sherry 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.

#### **ADDITIONAL INFORMATION**

**COVID-19 Vaccination Requirement:** As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee’s duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

Due to COVID-19, the agency is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement. At that time, you may be eligible to request to continue to telework.

**Receiving Service Credit or Earning Annual (Vacation) Leave:** Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

#### **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 <https://www.usajobs.gov/GetJob/ViewDetails/629911300>. 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. Undergraduate or graduate/law transcript if you are relying on your prior education to fulfill the mandatory qualifications of the position
6. Five point veterans must submit a DD214
7. 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:**

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 January 6, 2022 to February 17, 2022 or until 100 applications have been received, whichever occurs first. 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, email, or fax. All applications must be received by 11:59 pm on February 17, 2022.**

**FOR MORE INFORMATION**

You can obtain forms and additional information by contacting Kerry Sutherland at 202-789-6834 or [hr@prc.gov](mailto:hr@prc.gov).