



**POSTAL REGULATORY COMMISSION**  
**JOB VACANCY NOTICE**  
**VACANCY NUMBER: PRC 05-15**  
**OPEN: MARCH 26, 2015**  
**CLOSE: APRIL 15, 2015**

**POSITION TITLE:** ATTORNEY ADVISOR/ ATTORNEY ADVISOR, ASSOCIATE  
**GRADE:** PRC-5/6  
**SALARY RANGE:** PRC 5 \$83,230– \$125,000; PRC 6 \$99,013 - \$140,000  
**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 OR MORE POSITIONS MAY BE FILLED UNDER THIS VACANCY ANNOUCEMENT  
**WHO MAY BE**  
**CONSIDERED:** OPEN TO ALL US CITIZENS

**INTRODUCTION**

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled attorney with experience in complex regulatory matters.

**OVERVIEW**

The Postal Regulatory Commission is an independent agency created by the Postal Accountability and Enhancement Act (PAEA) in 2006 to provide strengthened oversight of the United States Postal Service. The 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 a window on postal financial operations to Congress, stakeholders, and the general public.

As a small agency, we provide the opportunity to work in a highly skilled, professional and collegial environment with 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. The Office of the General Counsel (OGC) supports this mission through providing legal analysis on a variety of complex matters, including matters of first impression that form precedent for the Commission, rules relating to Postal Service actions on rate and service that impact all mailers, data comprising economic and financial information, regulations pertaining to Postal Service activity under federal anti-trust law, and cases that combine a unique blend of law, economics, and policy that are both quasi- adjudicative and quasi-legislative in nature. OGC provides legal guidance to the Commission on



internal policies, procedures, and practices (including policy recommendations to senior level officials, administrative actions and policies that have an agency-wide impact, and advice on legislative matters such as proposed legislation and preparation for Congressional hearings). The OGC also works with the U.S. Department of Justice on appeals of Commission decisions to the U.S. Court of Appeals for the District of Columbia Circuit.

#### **OFFICE OF THE GENERAL COUNSEL**

The Office of the General Counsel is responsible for advising on all legal issues related to Commission activities.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

Attorney-Advisor PRC 5

The incumbent receives assignments from the General Counsel and Deputy General Counsels (Deputies), including working together to set objectives, priorities and deadlines. The incumbent is under the supervision of a Deputy or senior level attorney, but is expected to plan and carry out successive steps and handle routine challenges or deviations as they arise. The incumbent will receive additional assistance with unusual situations that do not have clear precedents. The incumbent keeps the General Counsel and Deputies apprised of potentially controversial matters and progress on meeting work objectives and assignment deadlines. Work is carefully monitored and reviewed in terms of feasibility, appropriateness, and effectiveness in meeting requirements or expected results.

After an initial period of informal training, the incumbent should be able to handle, with some assistance, many routine Commission legal matters (e.g., Competitive Negotiated Service Agreements), through seeking guidance and advice from a reviewing attorney, and building a baseline of competency of Commission legal practice. The incumbent must have a level of skill and ability (based on prior career experience) that informs his/her judgment regarding matters and when a higher level of attention/review is necessary. Routine review of all matters assigned to this level of attorney is initially necessary and expected.

- Under the supervision of a Deputy General Counsel or other senior level attorney, drafts legal documents, rules and regulations, resolutions, and other legal or quasi-legal papers upon request and according to accepted form and practice.
- Coordinates with technical staff to develop technical and legal analyses in areas such as cost causation, cost avoidance, cost distribution, volume, revenue, and rate design; makes recommendations to the General Counsel and staff based on data analyses and findings.
- Analyzes pleadings and provides legal advice and assistance to Commission staff, including the General Counsel, Deputy General Counsels, Commissioners' Special Assistants, and technical staff on routine matters. Makes recommendations on more complex and controversial matters.
- Prepares written and oral reports based on legal research and technical analyses; assists in the development of the hearing record, including developing Information Requests and Notices of Inquiry.



## **MANDATORY QUALIFICATIONS**

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

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 in Quantitative Fields
5. Knowledge of Litigation Practice and Procedures
6. Ability to conduct complex legal analysis to novel issues of law and apply legal precedent to complex and technical fact patterns.

## **EDUCATION**

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.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Associate Attorney-Advisor, PRC 6

The incumbent receives assignments from the General Counsel and Deputies, including working together to set objectives, deadlines and priorities. The incumbent is responsible for planning and carrying out project assignments, as well as developing approaches and methodologies. The incumbent is responsible for handling the majority of problems as they arise and keeps the General Counsel and Deputies apprised of potentially controversial matters. Completed work is reviewed in terms of feasibility, compatibility with other work, and effectiveness in meeting requirements or expected results.

An Associate Attorney-Advisor PRC 6 will be assigned matters of increasing complexity and difficulty, and assigned to cases where no prior Commission guidance is available. An attorney at this level will report to a Deputy, but be confident and able to handle more routine and less controversial matters (e.g. Competitive Negotiated Service Agreements, CPI Rate Case and ACD assignments) independently and with only occasional guidance. An attorney at this level is expected to handle most matters independently with the final work product being reviewed only for major legal consistency and accordance with PRC policy and requirements.

A PRC 6 Associate Attorney-Advisor will be capable of providing guidance and mentoring of less experienced attorneys on matters within the Commission. This includes counselling and reviewing work as necessary.

- 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 technical and legal analyses in the areas such as cost causation, cost avoidance, cost distribution, volume, revenue, 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, Deputy General Counsels, Special Assistants, and technical staff on less controversial and routine matters with little supervision. Makes recommendations on more complex and controversial matters.
- 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.
- Serves as a mentor to less experienced attorneys and staff.
- Helps facilitate negotiations among the Commissioners taking into account their varying policy considerations on less complex and controversial issues.

#### **MANDATORY QUALIFICATIONS**

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

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 in Quantitative Fields
5. Knowledge of Litigation Practice and Procedures
6. Ability to conduct complex legal analysis to novel issues of law and apply legal precedent to complex and technical fact patterns.
7. Working knowledge of U.S. postal laws and the United States Postal Service operations and services

#### **EDUCATION**

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.

#### **QUALIFICATIONS AND EVALUATION**

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position. The panel will forward the most qualified 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 legal or regulatory work at a level similar to this position. You must meet the qualifications described below.

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



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.

## **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>

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 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>

## **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.
- If you are a male 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 Selective Service Law.



## **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.

## **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 agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

There is no formal rating system for applying veteran's preference to attorney appointments in the excepted service; however, the Postal Regulatory Commission considers veteran's preference eligibility as a positive factor in attorney hiring. Applicants eligible for veteran's preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g. DD-214 or other substantiating documents) to their submissions.

***Without this documentation, you will not receive veteran's 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 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, 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. The most qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

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

## HOW TO APPLY

You must apply through the online application system at [www.USAJOBS.gov](http://www.USAJOBS.gov). Follow the prompts to register, answer a few 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 veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume*)
3. Five-year salary history
4. A minimum of three references (at least one professional)
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's 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/prc-pages/about/hr/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/prc-pages/about/hr/OMB_FORM_3046-0046.pdf)

***All applications must be received by 11:59 pm on April 15, 2015.***



If you plan to submit the application by mail, please send your application at least two weeks before the deadline because mail to federal government agencies in Washington, DC may be delayed by security screening procedures.

Mailed applications will be accepted at the following address:

Postal Regulatory Commission  
901 New York Ave., NW Suite 200  
Washington, DC 20268-0001  
ATTN: Vacancy # PRC05-15

Applications will not be accepted by fax.

**FOR MORE INFORMATION**

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