



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 13-14
OPEN: AUGUST 15, 2014
CLOSE: AUGUST 29, 2014**

POSITION TITLE: ATTORNEY ADVISOR
GRADE: PRC-5/6
SALARY RANGE: \$82,406–\$157,055
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
**WHO MAY BE
CONSIDERED:** OPEN TO ALL US CITIZENS

***If you submitted an application in response to Vacancy Number PRC08-14, your application will be considered in response to this vacancy announcement. You do not need to re-apply.*

INTRODUCTION

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled attorney.

OVERVIEW

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 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.

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

As an Attorney Advisor in the Office of the General Counsel, you will provide legal advice and counsel to the Commission concerning rules, regulations, and procedures regarding Postal Service rates, market

tests, accounting practices, and service standards, as well as complaints, appeals, and regulated confidential data.

Activities include:

- Drafting legal memoranda, regulations, resolutions, and other legal or quasi-legal documents upon request; and reviewing documents for legality, accuracy, and clarity.
- Coordinating with technical staff to develop analyses in the areas of regulatory economics, competition, cost causation, cost avoidance, volume forecasting, revenue requirement, and rate design; making recommendations to the General Counsel based on data analyses and findings.
- Analyzing pleadings and providing legal advice on diverse topics to Commission staff, including the General Counsel, Commissioners, Commissioners' Special Assistants, and administrative personnel.
- Preparing written and oral briefings and reports based on legal research and technical analyses; assisting in the development of evidentiary records, including developing Information Requests and Notices of Inquiry.
- Recommending final disposition of issues and preparing drafts of Commission orders and opinions.
- Coordinating with the Department of Justice on federal appellate litigation.

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.

MANDATORY QUALIFICATIONS

1. Ability to effectively communicate complex concepts both orally and in writing
2. Problem solving, critical analytical/thinking, and investigative/research skills
3. Interpersonal skills
4. At least two years of experience working on cases conducted in accordance with the Administrative Procedure Act
5. Demonstrated academic achievements
6. At least five years of experience as a practicing attorney

DESIRED QUALIFICATIONS

1. Federal Trial or Appellate litigation experience
2. Judicial Clerkship
3. Background or experience in quantitative fields, with knowledge of economics, econometrics, statistics, or financial accounting
4. Background or experience in antitrust/competition law

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.

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

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
3. Five-year salary history
4. A minimum of three references

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

Submit application materials to:

All applications must be received by 11:59pm on August 29, 2014.

Completed applications will be accepted via email to the following email address: prc1314@prc.gov

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 # PRC13-14

If you submitted an application in response to Vacancy Number PRC08-14, your application will be considered in response to this vacancy announcement. You do not need to re-apply.

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.

Applications will not be accepted if you use franked envelopes, or postage paid agency envelopes or metered mail.

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.