



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 09-14
OPEN: JULY 3, 2014
CLOSE: AUGUST 8, 2014**

POSITION TITLE: DEPUTY GENERAL COUNSEL
GRADE: PRC-8
SALARY RANGE: \$128,520 - \$157,055
INFORMATION: PRC POLICY DOES PERMIT SALARY EXCEPTIONS BASED ON THE EXPERIENCE OF THE CANDIDATE
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 UNITED STATES CITIZENS

INTRODUCTION

The Postal Regulatory Commission has an exciting opportunity for a highly-motivated, highly-skilled management level attorney with experience in regulatory issues.

Applicants for this position may also be considered for other management positions that may or may not be filled after the hiring of the Deputy General Counsel position.

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 highly skilled and 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 Deputy General Counsel, the incumbent assists the General Counsel in leading and managing the Office of the General Counsel. The Deputy also serves as the General Counsel by delegation and assists

in providing legal advice and counsel to the Commission and staff on matters before the Commission, as well as to the administration and operation of the Commission.

Responsibilities include:

- Provides legal advice to the General Counsel relevant to the Commission's statutory responsibilities.
- Assists in the management of Commission quasi-judicial processes.
- Manages OGC case assignment and tracking processes.
- Makes recommendations on final disposition of issues and coordinates preparation and issuance of final Commission orders, reports and opinions.
- Conducts periodic reviews of rules and regulations and recommends modifications as required.
- Makes policy recommendations to the General Counsel.
- Reviews draft documents developed by staff, including rules and regulations, resolutions, and other legal or quasi-legal papers; approves legality and form of such writings.
- Reviews proposed legislation, as well as draft Commission responses to inquiries from Congress, members of the public and other interested parties.
- Prepares written and oral reports based on legal research and technical analyses as may be required to fulfill the Commission's responsibilities
- Works collaboratively with the Office of Accountability and Analysis, a Commission unit, to process proceedings before the Commission and ensure the development of an adequate record on which a final Commission decision can be based.
- Works with Commission offices to develop Commission policies to ensure the legal sufficiency of responses to the inquiries from Congress and members of the public.
- Works collaboratively with all Commission offices to review and make recommendations on policies with respect to legal sufficiency and consistency.
- Supervisory activities include:
 - In coordination with the General Counsel, plans and assigns work to be accomplished by staff.
 - Gives feedback, advice and counsel to employees on both work and administrative matters.
 - Provides recommendations on staff work performance to the General Counsel.
 - Provides hiring recommendations to the General Counsel.
 - Acts for the General Counsel when delegated, as required.

QUALIFICATIONS AND EVALUATION

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the Mandatory and Desired Qualifications listed below. The panel will forward the highest ranked candidates to the General Counsel for consideration.

To be eligible for consideration, you must have specific demonstrated experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position. To be considered for this position you must meet the Mandatory 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.

MANDATORY QUALIFICATIONS

1. Demonstrated ability to effectively communicate complex concepts both orally and in writing

2. Demonstrated ability and knowledge related to administrative law and regulatory legal issues within a complex environment
3. Problem solving, critical analytical/thinking, and investigative/research skills
4. Interpersonal skills
5. Demonstrated academic achievement
6. At least seven years of experience as a practicing attorney
7. Management/supervisory experience within a legal office

DESIRED QUALIFICATIONS

1. Knowledge in quantitative fields, with expertise in economics, econometrics, statistics and financial accounting
2. At least five years of administrative law experience
3. At least ten years of experience as a practicing attorney
4. Federal Trial or Appellate litigation experience
5. Judicial Clerkship
6. Experience advising Presidentially-appointed, Senate confirmed (PAS) employees such as Commissioners or other high-level executive appointees

EDUCATION AND BAR MEMBERSHIP

1. Degree from a law school accredited by the American Bar Association;
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 that 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.

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 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.

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor. Applications will not be accepted if you use franked envelopes, or postage paid agency envelopes or metered mail.

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 United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, 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.

To be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge from Active Duty, DD214. Your DD214 must show the type of discharge and dates of active duty.

To claim 10-point preference, you must submit a copy of your DD214; an Application for 10-point Veteran's Preference, SF15; and the proof of entitlement of this preference which is normally an official

statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability.

(Note for Active duty service members expecting to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days: You may be granted tentative preference by submitting a "certification" document in lieu of a Certificate of Release or Discharge from Active Duty, DD214. The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service under honorable conditions. Veteran's preference must be verified prior to appointment.)

Although veteran preference points are not assigned under the category evaluation procedures described under "Qualifications and Evaluation," veteran preference eligible are listed ahead of non-veterans within each category for which they are qualified. In addition, qualified veterans with a compensable service-connected disability of 10% or more are placed at the top of the highest quality category (*i.e.* Best Qualified).

Without this documentation, you will not receive veterans' 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 (P.L. 93-579): 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, an evaluation of your qualifications will occur. The most highly qualified candidates will be forwarded to the General Counsel for further consideration. and a possible interview. All candidates will be notified concerning the status of their applications.

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 demonstrating specific 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. Writing sample (maximum 10 pages)
5. A maximum of three references
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's 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/prc-pages/about/hr/OMB_FORM_3046-0046.pdf

All applications must be received by 11:59 pm on Aug. 8, 2014.

Submit application materials to:

Completed applications will be accepted via email to the following email address: prc0914@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 # PRC09-14

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 by fax.

FOR MORE INFORMATION

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