



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 10-14
OPEN: AUGUST 1, 2014
CLOSE: AUGUST 22, 2014**

POSITION TITLE: LEGAL INTERN
SALARY RANGE: \$19.00 PER HOUR
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF THE GENERAL COUNSEL
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001
POSITION: TEMPORARY POSITION
CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
**WHO MAY BE
CONSIDERED:** OPEN TO ALL CURRENT LAW DEGREE SEEKING STUDENTS ENROLLED IN AN ACCREDITED
INSTITUTION AS RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION

INTRODUCTION

The Postal Regulatory Commission has an exciting internship opportunity for a law student.

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 for employees to work in a professional and collegial environment with talented and committed staff and to directly contribute to the Commission's mission, which, in part, is to develop and maintain regulations for a modern system of rate regulation, consult with the Postal Service on delivery service standards and performance measures, consult with the Department of State on international postal policies, prevent cross-subsidization or other anticompetitive postal practices, promote transparency and adjudicate complaints.

The legal intern will be involved in a variety of entry-level assignments designed to provide insight into the challenges and opportunities available in a law office in the Federal government. The legal intern program is designed to develop and provide training and work opportunities for law students.

MAJOR DUTIES AND RESPONSIBILITIES

The legal intern will be responsible for carrying out legal assignments in the Commission's Office of the General Counsel.

The legal intern may conduct legal research and writing projects and may have opportunities to present their findings, assist in the preparation of legal briefs and orders, and attend public hearings.

Typical work assignments will include:

- Preparing basic legal documents and other written materials;
- Advising senior staff on legal issues that confront the agency; and
- Researching and drafting legal memoranda on discrete research topics.

The legal intern will work no more than 10 hours per week, with the exact schedule to be determined by mutual agreement.

MANDATORY QUALIFICATIONS:

- Enrollment in a law school accredited by the American Bar Association;
- Excellent interpersonal skills;
- Excellent written and oral communication skills; and
- Experience in legal memorandum writing.

DESIRED QUALIFICATIONS:

- Knowledge of administrative law.

EVALUATION

Applicants will be evaluated and rated using category rating procedures. Your resume and supporting documentation will be used to determine your ability to successfully perform the duties of the position. If you meet the basic qualifications for this job, your application will then be placed into one of three categories: Best Qualified, Highly Qualified, or Qualified. The panel will forward the application materials of candidates in the Best Qualified category to the hiring manager for selection.

BENEFITS

If you use public transportation, your transportation costs may be subsidized.

CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- **Fair Labor Standards Act (FLSA) Status:** Non-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 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

If you are a veteran with preference eligibility and you are claiming 5-points veterans' preference, you must submit a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more information on veterans' preference see <http://www.fedshirevets.gov/job/vetpref/index.aspx>

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—The information requested by Privacy Act Notice (PL 93-579) 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.

HOW TO APPLY

In order for your application to be considered complete, the following documents must be submitted:

1. Resume showing relevant experience (If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume)
2. Cover letter, one page maximum
3. Writing sample (not to exceed five pages)
4. Law school transcript
5. A minimum of two references (at least one academic)

Additionally, applicants are strongly encouraged to submit:

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)

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.

All applications must be received by 11:59 pm on August 22, 2014.

Submit application materials to:

Completed applications will be accepted via email to the following email address: prc1014@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 # PRC10-14

If you plan to submit the application by mail, please send your application as soon as possible in advance of 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.

WHAT TO EXPECT NEXT

Once your complete application is received, you will receive an acknowledgement email that your submission was successful. We will then conduct an evaluation of your qualifications and determine your category rating. Candidates rated in the Best Qualified category will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.