



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 04-23
OPEN: January 12, 2023
CLOSE: January 26, 2023

POSITION TITLE: SUPERVISORY LEGAL AND EXECUTIVE ASSISTANT
GRADE: PRC-4
SALARY RANGE: PRC 4 \$89,834 – \$138,868
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF THE GENERAL COUNSEL
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001
TELEWORK ELIGIBLE: YES - REMOTE WORK POTENTIAL
APPOINTMENT TYPE: PERMANENT
SECURITY CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE CONSIDERED: OPEN TO CURRENT POSTAL REGULATORY COMMISSION (PRC) EMPLOYEES
APPLICATION PERIOD: TWO WEEKS

INTRODUCTION

The Postal Regulatory Commission, Office of the General Counsel (OGC), has an exciting opportunity for highly motivated, organized, and detail-oriented Supervisory Legal and Executive Assistant to support the work of a professional law office in a fast-paced and challenging environment.

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. OGC supports this mission through providing legal analysis on a variety of complex issues in several types of cases, including matters that: form precedent for the Commission, evaluate Postal Service actions on rates and service-related matters, use data comprised of economic and financial information, propose regulations under the Commission's statutory rulemaking authority, and combine a unique blend of law, economics and policy. In addition, OGC handles the expected legal issues that are involved in running a federal agency (employment, contracts, fiscal law, ethics, privacy, and information security, etc.) yet operates under unique legal authorities that require flexibility and adaptability.



Further information about the Commission and the Office of General Counsel is available at 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, including remote work, and after an initial training and probationary period, it allows employees the opportunity to participate in telework of up to 4 days per week, also combined with alternative work schedules.

MAJOR DUTIES AND RESPONSIBILITIES

The Office of the General Counsel (OGC) provides legal guidance and assistance to the Postal Regulatory Commission (Commission) on matters within its jurisdiction. This includes, among other things, drafting reports, orders, regulations, and memoranda regarding rates, mail classifications, market tests, United States Postal Service (USPS) methodologies, service standards, formal complaints, appeals of post office closings, and the confidentiality of USPS data. OGC also manages the Commission's caseload, including assisting the Department of Justice in the defense of Commission decisions before courts, recommending and enforcing compliance determinations, managing the formal complaint process, and advising the Commission on related matters.

The incumbent serves as the lead Paralegal and leads and manages the legal support team. With little guidance and broad strategic direction, the incumbent is expected to independently manage the legal support team's coverage, training, and evaluation as well as the overall administrative management of OGC, in coordination with the General Counsel. The incumbent also serves as the Executive Assistant to the General Counsel, scheduling all meetings, conferences, and other appointments, as well as drafting, tracking and monitoring all correspondence on behalf of the General Counsel, as well as other duties as assigned.

In addition to the Major Duties performed by a Senior Paralegal Specialist (Grade 3), the Major Duties of this position also include:

- Serving as the lead Paralegal and making and coordinating assignments of work to other legal assistants and paralegals to ensure adequate coverage for OGC
- Providing guidance and training to other legal assistants and paralegal specialists
- Reviewing legal support team's work for sufficiency as well as support of OGC/Commission priorities and making adjustments or suggestions as necessary
- Preparing performance reviews of legal support team, in coordination with the General Counsel
- Managing workload, leave schedules and other coordination among paralegal staff
- Assist the General Counsel and OGC with contributing to and effectively implementing the Strategic Planning process
- Handling office supply orders
- Performing timekeeping duties to include entering OGC employees' time into a timekeeping database, maintaining the OGC leave calendar, finalizing and storing leave slips as time is requested by employees within OGC, completing necessary timekeeping paperwork as requested by the Office of the Secretary and Administration, and updating leave tracking sheets as necessary
- Managing docket production and processing of Orders and matters for OGC and the Commission
- Managing the distribution of Commission orders and other docketed matters among the Commission's offices (including the Commissioners, the Office of the Secretary and Administration and others), to facilitate comments to, approval of and tracking of matters through the ultimate filing of a Commission decision



- Ensuring that the legal team’s work meets OGC and Commission (e.g., Style Guide) requirements and expected timetables
- Reviewing operating practices and style guide(s) and implementing improvements where necessary
- Maintaining the General Counsel’s schedule by planning and scheduling meetings, conferences, and teleconferences
- Serving as the General Counsel’s Executive Office Assistant, coordinating review and managing distribution of all correspondence, as well as all other related administrative responsibilities
- Proactively anticipate needs of General Counsel, OGC and Commission (scheduling, pre-meeting documents or materials, staffing) to support OGC’s proactive practice of providing legal advice
- Make recommendations to the General Counsel on Commission practices or potential changes or policies that may impact either the paralegals’ functions or overall OGC practices, or that may lead to more efficient and effective operations overall.
- Assisting the Designated Agency Ethics Official and Deputy Designated Agency Ethics Official with ethics duties and obligations
- Collaborating with other departments within the Commission on policy updates, program management, and related tasks
- Acting as an additional liaison with the Federal Register and Government Printing Office and preparing and/or reviewing Commission documents that are to be submitted for publication in the Federal Register
- Follow established plans and procedures to meet the requirements mandated by FOIA and support the Commission’s FOIA program to include, but not limited to:
 - Receive, assign, and respond to requests for information pursuant to FOIA
 - Monitor status of FOIA requests and prepare written correspondence to requesters
 - Update FOIA logs
 - Prepare quarterly and annual FOIA reports for submission to the U.S. Department of Justice and for posting to the Commission’s website

MANDATORY QUALIFICATIONS

Critical Competencies include:

- Exceptional attention to detail
- Ability to effectively serve in leadership role
- Ability to work independently and exercise independent judgement
- Excellent problem-solving skills
- Ability to perform job and maintain confidences as appropriate
- Exceptional customer service skills, professionalism, and use of discretion
- Ability to anticipate OGC and the General Counsel’s needs by identifying issues, options, and solutions before being asked
- Ability to proactively recognize potential challenges to efficient and effective processing of dockets-related work and make recommendations to alleviate any delay or problems
- Advanced knowledge of and adherence to style guide(s), The Bluebook, and Commission practices and style requirements and ability to effectively teach these practices and requirements to new staff
- Ability to perform legal research and analysis and summarize findings
- Knowledge of applicable precedent, regulations, and statutes
- Ability to review draft Commission documents for accuracy of statements, summaries, and arguments made and, if necessary, to suggest alternate approaches
- Exceptional time management skills and judgement necessary to balance competing priorities and assignments and ability to effectively provide guidance to other legal assistants or paralegals relating to effective time management skills



- Advanced computer skills, including advanced knowledge of Microsoft Windows Office Suite (Word, Excel, Outlook, and PowerPoint) and Adobe Acrobat
- Expert knowledge of and adherence to Commission practices and procedures and ability to effectively teach practices and procedures to new staff
- Strong verbal and written communication skills, including advanced knowledge of grammar and advanced editing skills
- Advanced project management skills, including ability to track multiple concurrent projects and follow-through with the General Counsel and Deputies as required

Supervision

The incumbent receives assignments from and provides high-level support to the General Counsel and Deputies. On most matters, the incumbent is expected to be able to complete assignments using prior experience and with no instruction. These assignments are performed independently with limited direct supervision by the General Counsel and Deputies.

HOW YOU WILL BE EVALUATED

You will be evaluated based on demonstrated evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement.

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. Commission employees are subject to Commission-specific 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 an annually published prohibited securities list. 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=2023>

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

- 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.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office at HR@prc.gov or 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.

VETERAN INFORMATION

If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligible must also apply for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [FedsHireVets](#).

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

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

The complete applications will be accepted via email only, the email address is: employment@prc.gov

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 minimum of two professional references (at least one of whom has directly supervised the applicant)
4. Five point veterans must submit a DD214
5. 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
 - 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/>.

Application packages will NOT be accepted via mail, email, or fax. All applications must be received by 11:59 pm on January 26, 2023.



This vacancy announcement will be open from January 12, 2023, to January 26, 2023. 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.

FOR MORE INFORMATION

You can obtain forms and additional information by contacting Kerry Grega at 202-789-6834 or hr@prc.gov.