



**POSTAL REGULATORY COMMISSION**

**JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 07-23**

**OPEN: May 23, 2023**

**CLOSE: June 19, 2023**

**POSITION TITLE:** ASSOCIATE OR SENIOR COUNSEL  
**GRADE:** PRC-7/8; CAREER LADDER/PROMOTION POTENTIAL TO PRC-8  
**SALARY RANGE:** PRC 7 \$155,700 – \$183,500  
PRC 8 \$141,022 – \$195,000  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF THE GENERAL COUNSEL  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001  
**TELEWORK ELIGIBLE:** YES  
**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 ALL US CITIZENS  
**APPLICATION PERIOD:** 4 WEEKS OR UNTIL 200 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

**INTRODUCTION**

The Postal Regulatory Commission, Office of the General Counsel (OGC), has an exciting opportunity for a highly motivated, organized, and detail-oriented senior level attorney to establish a “General Law” division within the Commission. This position has an 18-month probationary period. Promotion potential exists to the PRC 8 level.

**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 – and the focus of this particular vacancy announcement -- 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](http://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. Managers currently are limited to only 3 days per week of telework.

## **MAJOR DUTIES AND RESPONSIBILITIES**

As Associate or Senior Counsel, you will assist the General Counsel in establishing a “General Law” practice group within the Office of the General Counsel. This includes managing the legal variety of administrative legal matters typically experienced by a federal agency, which may include: contracts and procurement, employment law, Freedom of Information Act (FOIA), the Privacy Act of 1974, the E-Government Act of 2002, the Federal Records Act of 1950, and the Sunshine Act. You will be responsible for establishing a system to monitor, review and opine on the applicability of other federal laws, policies and advisories to the Commission, as well as draft and review internal Commission policies that may be needed for compliance or administrative efficiency. In addition, you will assist in providing legal advice and counsel to the Commission and staff on matters relating to general law matters, including the administration and operation of the Commission. In coordination with the General Counsel, you will be expected to work closely with the Commission’s Office of the Secretary and Administration, the Public Affairs and Government Relations office, the Office of Accountability and Compliance, and Chairman’s office, for administrative legal matters assigned. NOTE: This is a management-level position. However, at least initially, the successful applicant alone, in coordination with the General Counsel, will be responsible for developing solutions, options or approaches with little to no other staff assistance or contributions. In certain areas, however, existing staff may be asked to contribute to the responses. Eventually, if the workload and progress merits, then additional staff may be hired to supplement the General Law effort.

Responsibilities include:

- In coordination with and at the direction of the General Counsel provides legal advice to the Commission (including Chairman, Commissioners, Secretary and other Office Heads) relevant to the Commission’s statutory responsibilities and other federal laws, guidance and policy.
- Manages OGC assignment and tracking processes within areas of responsibilities.
- Makes recommendations on final disposition of issues and coordinates preparation and issuance of any policies, opinions or other required documents within assigned areas of responsibility.
- Within areas of responsibilities, conducts periodic reviews of rules and regulations and recommends modifications as required.
- Under the direction of the General Counsel makes policy recommendations in areas of responsibility.
- Reviews draft documents developed by staff, including rules and regulations, resolutions, policies and other legal or quasi-legal papers; approves legality and form of such writings, in areas of responsibilities.
- Reviews proposed legislation, as well as draft Commission responses to inquiries from Congress, members of the public and other interested parties.
- Coordinates and/or prepares written and oral reports based on legal research and technical analyses as may be required to fulfill the Commission’s responsibilities within areas assigned.
- Works collaboratively with all Commission offices within areas assigned.



- Works with Commission offices to ensure the legal sufficiency of responses to 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 may include, within areas of assigned responsibility:
  - In coordination with the General Counsel, planning and assigning work to staff;
  - Giving feedback, advice and counsel to employees on administrative matters;
  - Providing recommendations on staff work performance to the General Counsel;
  - Providing hiring recommendations to the General Counsel; and
  - Acting 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 and demonstrated practice in a substantial body of administrative and regulatory legal principles, concepts, policies, and objectives.

### **Mandatory Qualifications**

The following qualifications must be demonstrated in your resume and cover letter:

1. Demonstrated ability to effectively communicate complex concepts both orally and in writing
2. Demonstrated ability and knowledge related to administrative law within a complex environment where there may not be an established answer or precedence
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 or project management experience within a legal office
8. A professional law degree (LLB or JD) from a school of law accredited by the American Bar Association (ABA).
9. Membership in good standing of the bar of a state, a territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

### **Desired Qualifications**



1. Knowledge and experience providing advice and counsel in the following substantive fields: contracts and procurement, employment and FOIA -TBD
2. At least 5-7 years of substantial general law experience in the following areas, including, but not limited to: contracts and procurement issues, employment law, FOIA and privacy, fiscal law, Sunshine Act, privacy law and open government/data law.
3. At least ten years of experience as a practicing attorney

## 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. The Commission also has 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 the Commission's annually published prohibited securities list. *Applicants are encouraged to request and review this list to determine if any potential conflicts exist prior to accepting an appointment with the Commission.* 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

- You will be required to serve a probationary period of 18 months.
- 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](mailto: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**

The Commission does not use a formal rating system for applying veteran preference to attorney appointments; however, the Commission does consider veteran preference eligibility as a positive factor in attorney hiring. Applicants eligible for veteran preference and who wish the Commission to consider it must include that information in their resumes and attach supporting documentation (e.g. DD-214 or other substantiating documents) to their applications. ***Without this documentation, applicants will not receive veteran 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 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

You are requested to apply through the online application system USAJOBS.gov. Follow the prompts to register, answer 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 veteran preference, you must indicate the type of veteran preference you are claiming on your resume)*
3. A copy of your most recent SF-50 (if a current federal employee)
4. A minimum of two professional references (at least one of whom has directly supervised the applicant)
5. Undergraduate or graduate/law transcript if you are relying on your prior education to fulfill the mandatory qualifications of the position
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 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/>.

**Application packages will NOT be accepted via mail, email, or fax. All applications must be received by 11:59 pm on June 19, 2023.**

This vacancy announcement will be open from May 23, 2023, to June 19, 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](mailto:hr@prc.gov).