

# Attorney-Adviser (General)

DEPARTMENT OF THE INTERIOR

Office of the Solicitor

Apply



## Summary

### What General Information Do I Need To Know About This Position?

Providing advice, general legal services, and litigation representation and support on behalf of the Secretary of the Interior and Interior bureaus, primarily for the Fish and Wildlife Service.

Salary Range: GS-12 \$80,005 to \$104,011; GS-13 \$95,136 to \$123,675 NOTE: First time hires to the Federal Government are typically hired at the Step 01.


[Learn more about this agency](#)

## Overview

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Accepting applications

### Open & closing dates

 03/14/2022 to 03/28/2022

### Salary

\$80,005 - \$123,675 per year

### Pay scale & grade

GS 12 - 13

**Location**

1 vacancy in the following location:

** Albuquerque, NM**

1 vacancy

**Telework eligible**

Yes—as determined by the agency policy.

**Travel Required**

Occasional travel - You may be expected to travel 1-3 nights per month for this position.

**Relocation expenses reimbursed**

No

**Appointment type**

Term - 2 years - This is a temporary excepted appointment not-to-exceed 2 years and may be extended for additional periods of time without further competition.

**Work schedule**

Full-time

**Service**

Excepted

**Promotion potential**

14

**Job family (Series)**

[0905 Attorney](#)

**Supervisory status**

No

**Security clearance**

[Not Required](#)

**Drug test**

No

**Position sensitivity and risk**

[Moderate Risk \(MR\)](#)

**Trust determination process**

[Suitability/Fitness](#)

**Announcement number**

SOL-22-11420459-DE-KHB

**Control number**

642359000

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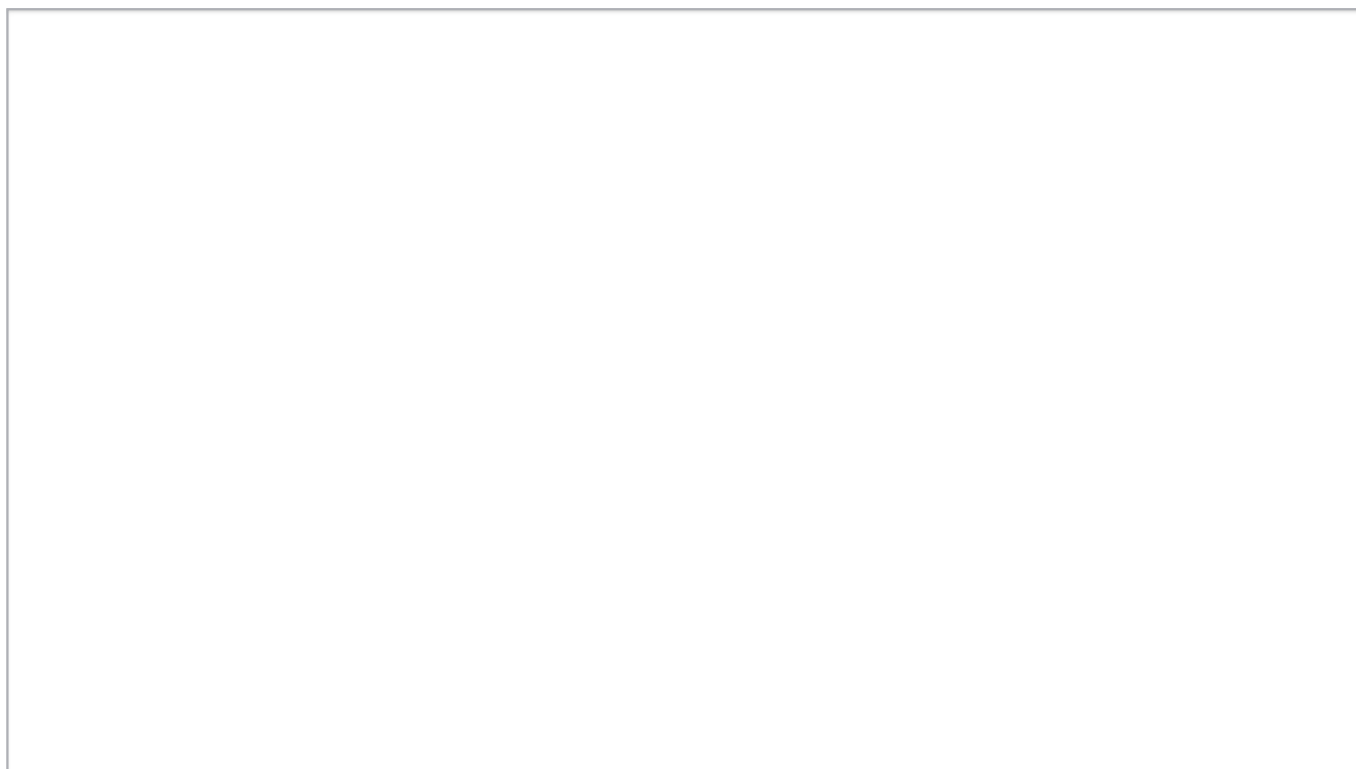
THIS JOB IS OPEN TO



**The public**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

## Videos



## Duties

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**As an Attorney-Adviser with the Department of the Interior, Office of the Solicitor, your specific duties will include:**

-- Providing legal research, analysis, advice and representation to the Fish and Wildlife Service (FWS) and other officials of the U.S. Department of the Interior (DOI). The primary focus of this position will be on water rights and water policy for the FWS. This includes management of units

of the National Wildlife Refuge System and other FWS<sup>4</sup> interests in the southwest. The position will also include responsibility for legal review of property use and property acquisition for the Refuge System and management of protected wildlife and plants and related permitting and enforcement actions.

-- Responsibilities of the position may include representing FWS in administrative hearings or appeals, including possible appearances before state or tribal administrative agencies in Arizona, New Mexico, Texas, or Oklahoma. It will also include assisting the U.S. Department of Justice (DOJ) in representing FWS in federal, state, or tribal judicial proceedings.

-- Requires cooperative and productive interactions with officials and staff of the FWS; officials and staff of other bureaus of DOI; other attorneys within the Solicitor's Office, attorneys in DOJ, including attorneys in the offices of the U.S. Attorneys; officials and attorneys in other Federal agencies; and State, local, or tribal officials. There will also be interactions with attorneys and others representing non-governmental interests.

-- The position will require detailed familiarity with western water law, the system of reserved federal and tribal water rights, and the administration of water rights on federal lands. The position also requires possession or development of detailed familiarity with such laws as: the Administrative Procedure Act; the National Environmental Policy Act; the laws related to National Wildlife Refuge System; the Endangered Species Act; the Migratory Bird Treaty Act; the Lacey Act and the National Historic Preservation Act.

-- Providing written and oral opinions on Federal Administrative Law topics, including Fiscal/Appropriations Law, federal contracting, and acquisition laws, agency delegations and authority, partnerships with non-public entities, and similar topics.

-- The position will also include assisting the Solicitor's office and FWS with compliance with other statutes, such as the Freedom of Information Act and Privacy Act.

## Requirements

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### Conditions of Employment

#### Key Requirements:

- Applicants must be U.S. Citizens.
- Suitable for Federal employment, as determined by background investigation.
- Must be an active member of the bar.
- Selectee may be subject to serving a 2-year trial period.
- More requirements are listed under Qualifications and Other Information.

## Are There Any Special Requirements For This Position?

- If selected you may be asked to provide information regarding your COVID-19 vaccination status for the purposes of implementing workplace safety protocols, such as those related to masking, physical distancing, testing, travel, and quarantine.
- A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.
- If selected for this position, you may be required to file one or more financial statements and/or a procurement integrity certification of compliance upon reporting and annually, some of which may be subject to public disclosure.
- Throughout the recruitment and hiring process we will be communicating with you via email; therefore, it is imperative that the email address you provide when applying for this vacancy remains active. Should your email address change, please notify the point of contact identified in the vacancy announcement as soon as possible so that we can update our system.
- Because this position requires travel for official business, the selectee will be required to apply for a charge card within 30 calendar days of appointment. Individuals who have delinquent account balances from a previous Government charge card will be required to satisfy their existing obligation before a new card can be issued.

## Qualifications

### **Basic Qualification Requirements**

Applicants must be law school graduates with LL.B. or J.D. degrees **AND** applicants must be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

### **Applicants must also meet one of the following:**

- possess at least 1-year of professional legal experience following law school graduation; OR
- have a second professional law degree; OR
- meet any of the criteria indicated below:
  - (a) academic standing in top one-third of law school graduating class;
  - (b) graduation with academic honors;
  - (c) significant participation on the law school's law review;
  - (d) significant participation in the law school's moot court competition;
  - (e) significant participation in a clinical legal aid program;

- (f) significant summer law office clerk experience; or
- (g) other equivalent evidence of clearly superior achievement.

**GS-12/13:** In addition to meeting the basic qualification requirements described above, applicants must also have the following additional years of professional legal experience for the grade level indicated:

--GS-12 = 1 year

--GS-13 = 2 years

**You must meet all qualification and eligibility requirements for the position by the closing date of the announcement.**

In order to better assess your qualifications for this position, when preparing your resume, please be sure to address your experience in or familiarity with the following areas of legal work: researching and writing legal memoranda and opinions; providing legal advice, counseling, or recommendations to clients, judges, or senior attorneys, either orally or in writing; litigating in federal or administrative courts; and preparing, reviewing, and modifying transactional documents and other similar agreements. Please also address your experience in or familiarity with the following subject matter areas and legal authorities: Federal administrative law; Federal water law; the various statutes establishing and authorizing the National Wildlife Refuge system; and the Endangered Species Act, Migratory Bird Treaty Act, Lacey Act, and other related statutes.

## Education

- 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.
- Education completed in colleges or universities outside the United States may be used to meet the above requirements. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit: <https://www.usgs.gov/about/organization/science-support/human-capital/how-foreign-education-evaluated-federal-jobs>.

## Additional information

[Read more](#)

## Benefits

# How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

--The information and materials you provide will be used to evaluate that you meet the basic qualification and eligibility requirements for this position.

--**Basis of Rating:** Applicants will not be rated or ranked. All applicants that meet the basic eligibility and qualification requirements of the position will be referred to the selecting official for consideration.

-- Applicants who are found to be qualified and referred to the selecting official for consideration may be asked to provide a writing sample. Instructions will be included in the email communication sent to qualified candidates.

To preview the announcement questionnaire, click here:

<https://apply.usastaffing.gov/ViewQuestionnaire/11420459>

## Benefits

## Required Documents

## How to Apply

## Fair and Transparent

# Required Documents

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To apply for this position, you must submit a complete application package by the closing date of this announcement. Failure to submit documentation may result in not receiving consideration for this position.

### **Current & Former Federal Employees**

--If you are a current or former Federal employee, please submit the following by the closing date of this announcement:

- a copy of a recent SF-50 "Notification of Personnel Action" documenting tenure, position title, occupational series, grade level, step and salary; and
- your most recent performance appraisal (if you do not have your most recent performance appraisal, please submit an explanation as to why it is unavailable)

### **All Applicants**

--**Cover Letter:** A 1-2 page cover letter is required expressing your interest and qualifications for this position.

--**Resume:** A detailed resume that demonstrates your professional history, education, and qualifications. Resumes should include the state(s) in which your active Bar membership is held. Uploading a stand-alone resume with your application is preferred.

--**Transcripts:** This position requires specific educational course work to qualify. You are required to provide all unofficial transcripts (undergraduate, graduate, etc.) or list of course work, which includes semester hours earned and grade received, by the closing date of this announcement. This proof may be faxed, document uploaded, or hand delivered to the servicing Human Resources Office (see "Required Documents" and/or "Contact Information"). Please ensure that all documentation is legible. If you are currently employed by the Federal government in the same occupational series as the advertised position, you are not required to submit transcripts at this time.

--**Bar Membership:** You must provide information in your resume regarding the state in which your active Bar membership is held.

--**Veteran's Preference:** If you are claiming veterans' preference you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, by the closing date of this announcement. If you are currently on active military duty, you must provide documentation (e.g., campaign document, award citation, etc.), that verifies entitlement to veterans preference



and that your character of military service is honorable. If you are claiming 10-point veterans' preference, in addition to the DD-214, you must submit documentation that supports your claim (e.g., an official statement from the Department of Veterans Affairs or from a branch of the Armed Forces certifying the existence of a service-connected disability; or receipt of a Purple Heart). If you fail to submit any of the required documentation, you will not be granted veterans preference. Additional information on veterans' preference can be found in the [VetGuide](#).

Required documents may be:

- (1) uploaded directly from your desktop; or
- (2) uploaded directly from your USAJOBS stored attachments.

### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **How to Apply**

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[Read more](#)

### **Agency contact information**

 Office of the Solicitor Mailbox

**Phone**

[703-648-7463](tel:703-648-7463)

**Fax**

703-648-4113

**Email**

[sol@usgs.gov](mailto:sol@usgs.gov)

**Address**

ALBUQUERQUE REGIONAL OFFICE  
12201 Sunrise Valley Drive  
Mail Stop 600  
Reston, VA 20192  
US

[Learn more about this agency.](#)

## Next steps

--We expect to make a selection within 30-45 days of the closing date of this announcement. You will be notified via email of the outcome. You can also go to "My Account" within USAJOBS to review your Application Status.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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[Suitability/Fitness](#)

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