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and tomorrow

## **RECRUITMENT: ATTORNEY ADVISOR (GENERAL)**

**Salary Range:** \$69, 107-107, 680

**Open Period:** August 31, 2023-September 6, 2023

**Series & Grade:** GS-0905-11/12

**Position Information:** Full-Time (Permanent)

**Promotion Potential:** GS-0905-12

**Duty Location:** 655 First Avenue North  
Suite 150  
Fargo, ND 58102

**Who May Be Considered:** U.S. Citizens

### **Job Summary:**

Millions of Americans depend on the Social Security Administration (SSA) for their well-being. Social Security programs offer protection against the risk of reduced income due to retirement, disability or death, and assist aged, blind, and disabled people in financial need. SSA offers challenging careers and professional advancement. Make a difference in people's lives and your own. Join our dynamic team! Serve as an attorney-adviser to one or more Administrative Law Judges (ALJs) in a Social Security Administration (SSA) Hearing Office (HO).

### **Key Requirements:**

- US Citizenship is required.
- Background and/or Security Investigation required.
- Selective Service registration required for male applicants, unless exempt.
- All Attorney positions in the Federal Government require Bar membership. Proof of membership in the bar must indicate a **current active** membership.
- Relocation expenses will not be paid.
- Telework eligible as determined by Agency policy.

### **Major Duties:**

The Attorney advises and assists Administrative Law Judges (ALJ) on complex legal issues and drafts legally sufficient ALJ decisions. Incumbent develops and implements legal strategies and reviews, analyzes, and develops cases. Incumbent also reviews Appeals Council remands and court orders to ensure adherence to policy and recommend appropriate action.

## QUALIFICATIONS:

You will be rated on the extent and quality of your education and/or experience according to information provided in your application forms.

All Attorney positions in the Federal Government require Bar membership. Proof of membership in the Bar must indicate a **current active** membership. (No exceptions permitted to this requirement.)

### **For the GS-11 Grade Level:**

To be rated eligible, you must meet one of the requirements described below:

Active Membership in the Bar, plus one of the following:

1. Fifty-two weeks of professional legal experience as a practicing attorney in which assignments involved complex and difficult legal questions requiring extensive research, analysis, and evaluation of information in controversial areas. Such experience must include: a) preparation of legal documents for filing by drafting complaints, orders to show cause, indictments, preliminary motions and supporting affidavits and briefs; b) drafting of pleading and motions for cases in litigation, conducting investigations to obtain facts, study of legal precedents and preparation of recommendations; and c) assisting attorneys in charge of court cases by cross-examining witnesses and drafting findings of facts, conclusions of law and orders based on the record (you must provide the dates of employment and the hours worked per week);

OR

2. A second professional law degree (LL.M.) which requires one full year of graduate study:

OR

3. The first professional law degree (LL.B. or JD) with a record that shows superior law student work or activities as demonstrated by one of the following (documentation is required at the time of application):

A. Academic standing in the upper third of the law school graduating class;

B. Work or achievement of significant contribution on the law school's official law review (explain duties and hours devoted per week);

C. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;

D. Winning of a Moot Court competition or membership on the Moot Court team, which represents the law school in competition with other law schools;

E. Full time or continuous participation in a legal aid program equivalent to 6 months of full time work (dates of employment and hours worked per week are required);

F. Significant law office clerk experience while attending law school equivalent to 6 months of full time work (dates of employment and hours worked per week are required);

G. Other equivalent evidence of superior achievement while in law school. For example, winning a national contest published by Board of Attorneys.

## **For the GS-12 Grade Level:**

The GS-11 requirements plus one additional year (i.e., 52 weeks, full time) of professional legal experience as a practicing attorney (including the examples of experience described in the GS-11 grade level requirement).

NOTE: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12 month period you will be credited with 26 weeks of experience).

**Veterans Preference:** If you are claiming veterans' preference, submit a copy of your military discharge certificate DD-214 (member 4 copy) or other proof of eligibility. To be acceptable, the document must show Character of Service. If you are claiming 10-point veterans' preference, you must also submit an Application for 10-Point Veterans' Preference (SF 15) and the required documentation specified on the reverse of the SF 15. You will be granted preference as appropriate based on the documents we receive. For more information on veterans' preference, consult the Vet Guide on the OPM website at <http://www.opm.gov/veterans/html/vetguide.htm>.

## **HOW TO APPLY:**

### **Interested applicants must submit:**

#### **1. A Resume.** Your resume should include:

- **Personal Information:** Full name, mailing address, contact information including email address, and Social Security Number.
- **Education:** Colleges/Universities attended, major field of study, total credit hours received, and type and year of degree received.
- **Work Experience:** Job title, hours per week, employer's name and address, supervisor's name and phone number, starting and ending dates of employment (month and year format), salary, duties and accomplishments. Indicate whether your current supervisor may be contacted.

Resumes must contain all of the information listed above in sufficient detail to enable Human Resources to make a determination that you have the required qualifications for the position.

#### **2. Proof of Bar Membership.**

#### **3. Proof of Veteran Preference (if applicable).** If you claim Veterans' Preference, you must provide:

- DD-214 (Member-4 Copy)
- If you claim 10-point preference, also submit an SF-15 ([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)) and the documents listed in the "Documentation Required" section of the SF-15 form. Save an electronic copy of the completed form to upload with your other application documents.

#### **4. Proof of Education.**

You must submit proof of your law degree from an accredited college or university recognized by the U.S. Department of Education. In addition, if you do not have qualifying legal experience, your transcripts will verify your class standing in determining qualifications based upon education alone.

**5. Submit a writing sample. (no more than 10 pages)**

**Submit your resume and application materials electronically to [OHO.R8.Recruitment@ssa.gov](mailto:OHO.R8.Recruitment@ssa.gov) no later than September 5, 2023.**

**Candidates with questions may contact the office at: (888) 397-9803, extension 23001.**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.