
OPEN PERIOD: October 3, 2011 to October 14, 2011

POSITION SERIES & GRADE: Attorney-Advisor (General)
AD-0905-13

SALARY: \$89,033.00 - \$115,742.00

INFORMATION: Full Time Excepted Service
This is an Administratively Determined position under the authority of 20 U.S.C. Section 9105(b). Competitive Civil Service is not acquired under this appointment.)

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: 1 vacancy - Washington DC Metro Area, DC

WHO MAY BE CONSIDERED: All Qualified Candidates

The Office of General Counsel for the Institute of Museum and Library Services, a Federal agency, is inviting applications for the position of Attorney-Advisor at the AD-13 level (\$89, 033 - \$115,742). This position is that of Assistant General Counsel. The incumbent renders legal advice on the full-range of issues affecting a Federal grant-making agency's programs and operations, with an emphasis on open-government (use of social media, web-based technologies, and data collection), grants administration, and employment. The incumbent prepares and reviews various legal documents, including: briefs, opinions, and memoranda; contracts and cooperative agreements; and policy guidance.

KEY REQUIREMENTS:

This position is open to all qualified candidates

Please read all instructions to ensure that you are applying correctly.

The individual selected may be subject to a security investigation.

DUTIES:

The Institute of Museum and Library Services, an Executive Branch agency, advances museum, library, and information services and is the primary source of Federal support for the Nation's 123,000 libraries and 17,500 museums. The Institute works at the National level, in coordination with state and local organizations, and with libraries and museums throughout the United States to carry out its mission of connecting individuals to information and ideas.

The Institute's Office of General Counsel provides legal advice to the Director of the IMLS and staff to further the mission of the agency. The Office provides advice on a wide range of substantive areas, including interpretation of the Institute's authorizing legislation; Federal grants, administrative, and appropriations law; public/private partnerships; employment, civil rights, and ethics law; and open government (use of social media, web-based technologies, and data collection).

QUALIFICATIONS REQUIRED:

All qualification requirements must be met by the closing date of this announcement. Qualifying experience may be obtained in the private or public sectors. Qualifying education must have been obtained from an accredited college or university recognized by the Department of Education.

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications>.

Applicant must possess a J.D. degree and be an active member of the bar in good standing (any jurisdiction). **In addition, applicant must have three to five years post J.D. experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.**

IMPORTANT NOTICES:

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. To be eligible for Federal employment, male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
3. Supplementary vacancies may be filled in addition to the number stated in this announcement.
4. This position has promotion potential to the AD-13.
5. The individual selected may be subject to a security investigation. Favorable results on a background investigation may be a condition for employment or selection to another position. If you do not provide all the information requested, you may lose consideration for this position.
6. Moving expenses are not authorized.
7. All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

BENEFITS:

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

The below links provide quick access to some of the many benefits currently offered to Federal employees:

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law,

stepparents, spouses, and adult children. For additional information visit:

<http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

TO APPLY:

Please send your resume, writing sample, and proof of bar membership to:

The Institute of Museum and Library Services
Office of Human Resources
Re: Attorney-Advisor Position
Office of Human Resources
1800 M Street, NW, 9th Floor
Washington, DC 20036

OTHER INFORMATION:

The IMLS provides reasonable accommodations to applicants with disabilities.