



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 03-25
OPEN: November 1, 2024
CLOSE: November 30, 2024

POSITION TITLE: GENERAL ATTORNEY (ADMIN LAW)
GRADE: PRC-4 (PROMOTION POTENTIAL TO PRC-5)
SALARY RANGE: PRC 4 \$99,200 – \$153,354
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF THE GENERAL COUNSEL
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

TELEWORK ELIGIBLE: YES - ROUTINE OR REMOTE WORK POTENTIAL
APPOINTMENT TYPE: TWO-YEAR RENEWABLE TERM (POSSIBILITY OF FUTURE CONVERSION TO CAREER LADDER POSITION WITH PROMOTION POTENTIAL TO PRC-7 UPON SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND TERM APPOINTMENT PERIOD).

SECURITY
CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT

WHO MAY BE
CONSIDERED: OPEN TO ALL U.S. CITIZENS
APPLICATION PERIOD: 30 DAYS OR UNTIL 100 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

INTRODUCTION

The Postal Regulatory Commission, Office of the General Counsel (OGC), has an exciting opportunity for highly motivated, organized, and detail-oriented entry and mid-level attorneys with interest in regulatory law relating to the highly competitive postal sector. This two-year term position may be renewed or converted to a career ladder position, depending on funding availability. Upon successful completion of the probationary period and conversion to a career ladder position, the position offers full promotion potential up a PRC-7.

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 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 public.

WORK ENVIRONMENT

This position is in the Office of the General Counsel (OGC) which directs and coordinates the functions of the Office of the General Counsel and is directly responsible for providing all legal services within the Commission. The General Counsel is designated by the Chairman to serve as the Commission's Designated Agency Ethics Official (DAEO) and administers the Commission's ethics program. The General Counsel provides legal advice to each Commissioner, including the Chairman, and other office directors on a wide variety of legal and policy matters that come before the Commission. The Office



advises the Commission on the legal aspects of proposed legislation and rulemaking, and on general administrative legal issues including procurement, personnel, FOIA and the Privacy Act and other internal legal questions. The Office works together with the Department of Justice in litigating matters before the U.S. Court of Appeals for the District of Columbia, the venue of the majority of Commission appeals. The Office also supports the Federal Government's Pro Bono Program which allows Commission attorneys and support personnel to staff legal aid clinics and to represent pro bono clients, consistent with the Office's Pro Bono Policy.

MAJOR DUTIES AND RESPONSIBILITIES

A General Attorney is expected to complete assignments in accordance with deadlines and expectations provided by the General Counsel and Senior Counsel in the area of General law. The attorney is expected to handle routine assignments independently and, when necessary, seek guidance and advice from a more senior attorney. This position will provide advice on a 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, as well as the applicability of Executive Orders or other laws or compliance documents to the Commission.

A General Attorney, PRC-4:

- In coordination with and at the direction of the General Counsel or the Senior Counsel provides legal advice to the Commission (including Chairman, Commissioners, Secretary, other Office Heads and employees) relevant to the Commission's statutory responsibilities and other federal laws, guidance and policy.
- 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 assigned 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 (e.g., Annual Report) 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 the inquiries from Congress and members of the public
- Works collaboratively with all Commission offices to develop, review and make recommendations on policies with respect to legal sufficiency and consistency.

MANDATORY QUALIFICATIONS

All of the following qualifications must be demonstrated in your resume and cover letter:

1. A professional law degree (LLB or JD) from a school of law accredited by the American Bar Association (ABA).
2. 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. If recent law school graduate, applicant must obtain 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 within one year of the date of employment.



Critical Competencies include:

- The ability to effectively identify and communicate issues both orally and in writing
- The ability to conduct legal research on issues within Commission precedent
- The ability to identify and discuss quantitative or technical concepts
- The ability to work with technical staff to apply a legal framework to quantitative or technical facts
- The ability to independently manage workload and to allocate time among a number of competing assignments
- The ability to independently track status of multiple assignments on an on-going basis
- The ability to develop administrative law interpretations within a complex environment where there may not be an established answer or precedence.

Prior Experience:

A minimum of 2 years of legal experience as an attorney practicing in Federal Administrative law. Specific experience should be in one or more of the following areas: Information Law (Freedom of Information Act/Privacy Act/records), Federal Employment Law including EEO litigation, Federal Acquisitions, or Fiscal law.

Education

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2. 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. If recent law school graduate, applicant must obtain 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 within one year of the date of employment.

HOW YOU WILL BE EVALUATED

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement. The panel will forward the appropriate candidates to the General Counsel for further consideration and possible interview.

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 also 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 the Commission's 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.

The Postal Service Health Benefits System (PSHBS) will be introduced during the 2024 Open Season. PSHBS will be used for health benefit enrollments only. Click this [link](#) for more information on the PSHB program.

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%3D2024> 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 1 year.
- 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



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. Provide documentation of active membership in good standing with the bar of any U.S. state, territory, or the District of Columbia. This can be in the form of an official certificate or letter from the bar association verifying current membership status. Failure to provide this proof will result in disqualification from further consideration.
4. A copy of your most recent SF-50 (if a current federal employee)
5. A minimum of two professional references (at least one of whom has directly supervised the applicant)
6. Undergraduate or graduate/law transcript if you are relying on your prior education to fulfill the mandatory qualifications of the position
7. Five-point veterans must submit a DD214
8. 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 November 30, 2024.

This vacancy announcement will be open from November 1, 2024 to November 30, 2024 or until 100 applications have been received, whichever occurs first. 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 Geovonie McNair at HR@prc.gov.