



POSTAL REGULATORY COMMISSION

JOB VACANCY NOTICE

VACANCY NUMBER: PRC 03-26

OPEN: November 26, 2025

CLOSE: December 10, 2025

POSITION TITLE: ATTORNEY ADVISOR
GRADE: PRC-5-6; CAREER LADDER/PROMOTION POTENTIAL TO PRC-7
SALARY RANGE: PRC 5 - \$120,579 - \$170,985
PRC 6 - \$142,488 \$189,950
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 AD HOC TELEWORK POTENTIAL
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: 2 WEEKS

INTRODUCTION

The Postal Regulatory Commission's Office of the General Counsel is seeking a highly motivated, organized, and detail-oriented attorney with interest and demonstrated experience in regulatory law to join our team. The PRC 5 and the PRC 6 position both are career positions with a two-year probationary period. Promotion potential exists to the PRC 7 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 United States Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the general public. The Office of the General Counsel (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, 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.



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. This position is in the Office of the General Counsel (OGC). OGC advises the Commission on the legal aspects of proposed legislation and rulemaking, and on general administrative legal issues including procurement, personnel, Freedom of Information Act (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.

Attorney-Advisor, PRC-5:

A PRC-5 attorney is expected to complete assignments according to the deadlines and expectations set by the General Counsel and Deputy General Counsels (Deputies). After an initial period of informal training, a PRC-5 attorney is expected to be able to handle routine assignments independently and, when necessary, seek guidance and advice from a more senior attorney or Deputy. The attorney is expected, following exposure to a range of assignments and cases, to build a baseline of competency with Commission legal practice. An attorney at this grade must have a level of skill and ability (based on prior professional experience) that informs his/her judgment as to when a higher level of attention or review is necessary.

Major Duties of an Attorney-Advisor, PRC-5 include:

- Drafts legal notices, orders, regulations, reports, memoranda, policies, and other documents upon request and according to accepted form and practice.
- Coordinates with technical staff to develop analyses on routine matters such as the application of analytical and economic principles to Commission proceedings and the Postal Service's compliance with applicable statutory and regulatory provisions. With technical staff, makes recommendations to the General Counsel, Deputies, and other senior leadership based on data analyses and findings. May be part of a team of attorneys or work closely with Deputy or a more senior attorney on more complex matters.
- Analyzes pleadings filed with the Commission; conducts applicable legal and policy research; and provides legal advice and assistance to Commission staff, including the General Counsel, Deputies, Commissioners' staff, and technical staff on routine matters.
- Identifies potentially ambiguous, contentious, complex, or novel issues raised in Commission proceedings or during review of internal Commission policies or practices, and seeks guidance on those issues from a more senior attorney, Deputy, or the General Counsel.
- Provides written and oral reports, memoranda, and briefings based on legal research and analyses and assists in the development of proceedings' records, including developing requests for information from participating parties.

Your resume and cover letter must detail how you meet the Knowledge, Skills and Abilities requirements, showing specialized experience demonstrating each of the competencies described below.

Critical Competencies for Attorney-Advisor, PRC-5 include:

- The ability to effectively identify and communicate key issues both orally and in writing
- The ability to conduct legal research on issues with little or no precedent
- The ability to identify and discuss complex quantitative or technical concepts
- The ability to work with technical staff to apply a legal framework to quantitative or technical facts



- The ability to brief, orally or in writing, decision makers of background/context, analysis, and recommendations for future action with guidance from Deputies or the General Counsel
- The ability to work independently using critical thinking and research skills to identify and propose resolutions for unique issues
- The ability to independently manage workload and to allocate time among a number of competing long-term, medium-term, and short-term projects
- The ability to apply legal precedent to complex and technical fact patterns

Supervision of an Attorney-Advisor, PRC-5:

A PRC-5 Attorney-Advisor is under the direct supervision of a Deputy and receives assignments from the General Counsel and Deputies, who work with the attorney to set objectives, priorities, and deadlines. The attorney will receive additional assistance with issues that are ambiguous, contentious, complex, or novel. As experience increases, the attorney should be able to independently identify such issues and conduct related research. The attorney keeps the General Counsel and Deputies apprised of progress in meeting preset objectives and deadlines. All of the attorney's work product is reviewed for accuracy, completeness, and the accomplishment of preset objectives and priorities. This position is evaluated based on ability to perform the tasks assigned in accordance with the Commission Employee Competencies of timeliness, accuracy, teamwork, adherence to Commission policy, customer service, and technical credibility. For a grade 5 attorney, the expectation is that a fully successful attorney will produce timely work product that is substantially complete for its intended purpose on routine matters (e.g., addresses all relevant statutory/regulatory requirements, contains thorough support and references, and is substantially free of citation errors). On matters of moderate to intermediate complexity, a grade 5 attorney will work with moderate supervision and guidance. A grade 5 attorney will also successfully spot issues and communicate matters of significance or complexity that require input before proceeding. Written work product for a grade 5 attorney identifies all relevant statutory/regulatory requirements. A grade 5 attorney incorporates feedback and guidance and applies that feedback and guidance in future work product.

Attorney-Advisor Associate PRC-6:

In addition to independently working on routine matters, a Grade 6 Attorney-Advisor is assigned matters of increasing complexity and difficulty. An attorney at this grade will only require occasional guidance on more routine matters. On less routine matters, an attorney at this grade is expected to accurately identify ambiguous, contentious, complex, or novel issues and provide the Deputy or General Counsel with recommendations as to how to best handle the matter consistent with Commission practice. A Grade 6 Attorney-Advisor will be expected to provide guidance and mentoring to less experienced attorneys. This may include providing informal and formal training and reviewing work. On occasion, a Grade 6 Attorney-Advisor may be selected to lead a team of attorneys in a larger proceeding or report.

Major Duties of an Attorney-Advisor Associate PRC-6 include:

- Independently drafts legal notices, orders, regulations, reports, memoranda, policies, and other documents upon request and according to accepted form and practice. Reviews and provides feedback on such documents prepared by a less experienced attorney upon request.
- Coordinates with technical staff to develop analyses on routine and complex matters in areas such as cost allocation and causation; application of analytical and economic principles to Commission proceedings; and the Postal Service's compliance with applicable statutory and regulatory provisions. With technical staff, makes recommendations to the General Counsel, Deputies, and other senior leadership based on analyses and findings.
- May lead projects with multiple attorneys assigned or serve as mentor to a less experienced attorney.
- Analyzes pleadings filed with the Commission; conducts applicable legal and policy research; and provides legal advice and recommendations to Commission staff, including the General Counsel, Deputies, Commissioners' staff, and



technical staff on routine and more complex matters.

- Identifies potentially ambiguous, contentious, complex, or novel issues raised in Commission proceedings or during review of internal Commission policies or practices and develops recommendations for senior leadership as to how address those issues.
- Provides written and oral reports, memoranda, and briefings based on legal research and analyses and assists in the development of proceedings' records, including developing requests for information from participating parties. Reviews and provides feedback on such documents prepared by a less experienced attorney upon request.
- Recommends final disposition of issues and prepares drafts of final Commission decisions.

Your resume and cover letter must detail how you meet the Knowledge, Skills and Abilities requirements, showing specialized experience demonstrating each of the competencies described below.

Critical Competencies for Attorney-Advisor Associate PRC-6 include:

- The ability to effectively identify, communicate, and provide recommendations addressing key issues both orally and in writing
- The ability to conduct legal research and provide recommendations on issues with little or no precedent
- The ability to analyze and draft orders and other documents addressing complex quantitative or technical concepts
- The ability to work with technical staff to apply a legal framework to quantitative or technical facts
- The ability to brief, orally or in writing, decision makers of background/context, analysis, and recommendations for future action with limited guidance from Deputies or the General Counsel
- The ability to work independently using critical thinking and research skills to identify and implement resolutions to unique issues through application of technical facts to legal analysis
- The ability to independently manage workload and to allocate time among a number of competing long-term, medium-term, and short-term projects
- The ability to apply legal precedent to complex and technical fact patterns
- The ability to mentor and provide feedback to less experienced attorneys and staff
- Knowledge of the laws affecting the Postal Service and the Commission, including title 39 U.S.C. and related regulations and applicable portions of title 5 U.S.C.
- Knowledge of the economic and regulatory concepts relevant to the Commission's regulation of the Postal Service
- Knowledge of Commission style, terminology, form, and accepted practice
- Work product is on-schedule, accurate, polished, and complete on submission

Supervision of an Attorney-Advisor Associate PRC-6:

A Grade 6 Attorney-Advisor is under the direct supervision of a Deputy and receives assignments from the General Counsel and Deputies, who work with the attorney to set objectives, deadlines and priorities. The attorney is responsible for planning and carrying out project assignments independently and balancing competing priorities and assignments. The attorney is responsible for independently handling all routine and most complex problems and issues as they arise and keeping the General Counsel and Deputies apprised of potentially controversial matters. Completed non-routine work is reviewed for



accuracy, completeness, and the accomplishment of preset objectives and priorities. Work on more routine matters is reviewed for legal sufficiency and consistency with Commission requirements, and is expected to be accurate, polished, and complete on submission. This position is evaluated based on ability to perform the tasks assigned in accordance with the Commission Employee Competencies of timeliness, accuracy, teamwork, adherence to Commission policy, customer service, and technical credibility. Generally, a grade 6 attorney produces timely work product that is substantially complete for its intended purpose (e.g., addresses all relevant statutory/regulatory requirements, contains thorough support and references, and is substantially free of citation errors).

EDUCATION

A professional law degree (LLB or JD) from a school of law accredited by the American Bar Association (ABA).

MANDATORY QUALIFICATIONS

1. The following qualifications must be demonstrated in your resume and cover letter:
2. A professional law degree (LLB or JD) from a school of law accredited by the American Bar Association (ABA).
3. 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.
4. At least one year of professional experience, such as a clerkship or in general law practice, in a position that required extensive legal research, writing, and analysis, on a variety of complex civil or administrative (non- criminal) legal issues.
5. Experience researching areas of law with little or no precedent, producing complex legal analysis based on that research, and presenting well-reasoned conclusions or recommendations verbally and in writing.
6. Experience or education demonstrating the ability to review, discuss, and interpret complex quantitative or technical concepts and to work with subject matter experts to apply a legal framework to complex quantitative or technical facts.
7. Experience briefing or informing mid-level or senior decision-makers of background/context, analysis and recommendations for future action.
8. Ability to work independently using critical thinking and research skills to resolve unique questions of law or fact.
9. Ability to independently manage workload/caseload and allocate time among a number of competing long-term, medium-term and short-term projects.

PREFERRED QUALIFICATIONS

1. Experience with the general principles of administrative law, such as drafting proposed regulations, providing comments in administrative proceedings, drafting administrative decisions or representing parties before administrative law judges or administrative bodies.
2. Knowledge of applicable economic and legal regulatory concepts, such as competition/antitrust law, accounting principles, laws affecting the United States Postal Service, and/or operations and services of the United States Postal Service.
3. Judicial or administrative law clerkship experience that included an extensive research and writing component.
4. Generally, one to nine years work experience is preferred for PRC Grade 5 and ten or more years work experience is preferred for PRC Grade 6.

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 selecting official 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 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.

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.

For more information, visit [Postal Service Health Benefits \(PSHB\) 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=2025>

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 this program.

You may participate in the **Flexible Spending Account (FSA)** program administered by Inspira Financial for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their PSHB plans.

CONDITIONS OF EMPLOYMENT

- You will be required to serve a probationary period of two years.
- Relocation expenses are not authorized.
- **Citizenship Requirement:** You must be a **U.S. citizen or national** to be eligible for this position.
- **Fair Labor Standards Act (FLSA) Status:** Exempt



- **The Postal Regulatory Commission uses e-Verify:** All new hires must complete the I-9 form, this information will be processed through e-Verify to determine employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.

Learn more about [E-Verify](#), including your rights and responsibilities.

- **Background Investigation Requirement:** You must successfully pass a background investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.
- **Direct Deposit:** You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- **Selective Service Registration:** All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.

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

If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an application for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [Feds Hire Vets](#).

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.

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 online application is submitted you will receive a confirmation notification by email. After we receive the application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

HOW TO APPLY

Applicants must apply through the online application system USAJOBS.gov. Follow the prompts to register, answer the application questionnaire and assessment, 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:**

Your resume should not exceed 2 pages and must demonstrate the specialized experience related to the position for which you are applying. *If your resume goes beyond two pages, we will only consider the first two pages for the required experience as outlined in the specialized experience.* It is recommended to make your resume searchable in your USAJOBS.gov profile. For each position listed on your resume, you must specify the following information:

 - a. Start and end dates (month/year)
 - b. Description of duties
 - c. If the position was Federal, you must include the grade and step for each
 - d. education
- 3. A minimum of two professional references (at least one of whom has directly supervised the applicant)**
- 4. For any employment not accounted for in the cover letter or resume, an attachment describing your employment history, including any gaps, listing all positions held, dates of employment, employer names, and key responsibilities.**
- 5. Current and former Federal employees:**
 - a. Submit a copy of your most recent non-award SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy.
 - b. The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive]

*Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.*

- 6. Veterans:**



If claiming Veteran's Preference, you must submit a Member-4 copy of your DD-214

a. Disabled Veterans

Disabled Veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must submit:

- i. SF-15 Application for 10 Point Veterans Preference
 - ii. Member-4 DD-214
 - iii. disability rating letter (if applicable)
- b. If you are currently on active duty to be released within 120 days, you may submit an armed forces certification in lieu of a Member-4 DD-214

Failure to provide this documentation will result in your application not receiving 10-point preference.

7. Military spouse of an Active-Duty Military Member:

- a. Marriage license
- b. A copy of your spouse's active military orders
- c. SF-15 Application for 10 Point Veterans Preference

8. Military Spouse of Separated Veteran:

- a. A copy of your marriage license
- b. A copy of the Member-4 DD-214
- c. A copy of your spouse's 100% service-connected disability letter OR document of death during active duty
- d. SF-15 Application for 10 Point Veterans Preference

You are not eligible for Military Spousal benefits if you were not married to the veteran at the time of death or have since remarried.

Failure to provide required documentation will result in your application not receiving preference.

9. Schedule A, Persons with Disabilities:

- a. Submit a copy of your Schedule A letter from a physician, local, state or federal rehabilitation office citing your eligibility under 5 CFR 213.3102 (u).

For more information on your eligibility, please visit: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>

Application packages will NOT be accepted via email, mail, or fax. All applications must be received by 11:59 pm on the closing date.

This vacancy announcement will be open from November 26, 2025, through December 10, 2025. 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 employment@prc.gov.