

Job Title: General Counsel
Agency: Election Assistance Commission
Job Announcement Number: EAC-15-01

Salary Range: \$126,245.00 – \$148,700/per year

Open Period: Wednesday, February 11, 2015 to February 27, 2015

Series & Grade: AD-0905-05/05

Promotion Potential: Pay Band 05

Position Information: Full-Time. Term position not to exceed 4 years*

Duty Locations: 1 vacancy – Silver Spring, MD

Who May Be Considered: Applications will be accepted from United States citizens and nationals. This position is in the Excepted Service.

Job Summary:

*Pursuant to Section 204(a)(4) of the Help America Act of 2002, the General Counsel may serve for a longer period only if reappointed for an additional term or terms by a vote of the Commission.

The U.S. Election Assistance Commission (EAC) is an independent bipartisan commission established by the Help America Vote Act (HAVA) of 2002. HAVA was enacted to distribute and monitor HAVA funds to states for election administration improvements; to issue, and periodically review and modify, as necessary, voluntary voting system guidelines; to conduct periodic studies of election administration issues; to establish best practices and guidelines on election administration for state and local election officials; to accredit voting system test labs and certify voting equipment; and to provide Congress with a bi-annual report to assess the impact of the National Voter Registration Act (NVRA) and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) biannually. EAC serves as a National clearinghouse and resource for information with respect to the administration of Federal elections.

For an overview of the diverse responsibilities EAC carries out in regards to election reform, we welcome you to visit our web site at <http://www.eac.gov>.

The incumbent serves as the general counsel of the EAC and will directly support the mission of the Commission by providing real-time advice to the Commissioners and senior leadership on legal issues affecting EAC activities and operations.

Travel Required

- Occasional Travel

Relocation Authorized

- No

Key Requirements:

- U.S. Citizenship
- Relevant Experience (See Qualifications)
- Males born after 12/31/59 must be registered with the Selective Service

- Selected candidate must be able to obtain a top secret security clearance.

Major Duties:

The general counsel serves as the chief legal advisor for the EAC and shall serve under the Executive Director. The successful candidate will provide direction and supervision to a staff of attorneys and support staff. As head of the Office of the General Counsel (OGC), the incumbent will work to ensure compliance with HAVA, Federal, state and local laws and regulations that may affect the operations of the EAC; draft reports and briefs with recommendations for Commission consideration; draft legal memoranda and opinions and present such documents to the Commission; answer any questions that the Commissioners or Commission staff may have; conduct legal research to support legal memoranda and opinions; and handle administrative and policy responsibilities, as required.

The general counsel also participates in public meetings; meets with state and local election officials, attorneys, civic groups and other federal officials on matters with legal implications; and serves as the agency liaison with the Department of Justice and other Federal agencies regarding legal matters. As appropriate, the incumbent meets with entities, associations, advocacy groups and/or individuals to exchange information with them and promote an understanding of the Commission's scope of work, policies and practices, as well as necessary changes in those policies and practices. Additional responsibilities include developing and maintaining the OGC budget and strategic plan.

Qualifications Required:

Applicants must be an active member in good standing in the bar of a state or territory of the United States or of the District of Columbia or the Commonwealth of Puerto Rico. Applicants must have first professional law degree (LL.B. or J.D.) plus five years of post graduate legal experience, where such experience equipped the applicant with the knowledge, skills and abilities needed to perform the duties of the position.

Specialized Experience:

Successful candidates will have extensive and progressively responsible experience in the application of legal skills which has included analysis of complex legal and legislative issues, preparation of legal opinions, and the provision of legal advice involving interpretation and application of laws, regulations, and standards relating to federal elections and the operations and expenditures of a government organization; substantial expertise in one or more of the major practice areas of the Office of the General Counsel; and experience with regulatory laws which reflects a knowledge of Federal and State legislative and regulatory processes.

Desirable Experience:

- Comprehensive knowledge of the Help America Vote Act (HAVA) of 2002, the National Voter Registration Act (NVRA), Military and Overseas Voter Empowerment Act (MOVE) and any pertinent regulations, policies, procedures, precedents, and directives affecting election administration. Although not required, such knowledge is desirable and should be highlighted in the cover letter and/or resume.
- Engagement in lifelong learning to enhance candidate's own performance.

How You Will Be Evaluated:

Qualified candidates will be rated by comparing each candidate's qualifications to the skills and experience pertinent to the position. The following Knowledge, Skills and Abilities (KSAs), are of particular importance to the position and MUST be addressed separately in your application. Qualified candidates may be invited for one or more interviews. Final selection will be made on the basis of relevant experience, education, training, performance appraisals, job-related awards, interview, and the Knowledge, Skills and Abilities identified below.

1. Technical knowledge of one or more functional areas of federal law (e.g., election law; administrative law; fiscal law; and contract law).
2. Demonstrated knowledge of federal legislation, principles of constitutional structure and federalism, statutory interpretation, administrative process, and Congressional procedures.
3. Experience serving as a legal advisor to a board or commission.
4. Demonstrated ability to produce written work in a number of formats, including legal memoranda and draft legislation.
5. Demonstrated ability to work cooperatively with others, develop partnerships and rapport with those who can provide information and assistance, and effectively assist in negotiating among varying views of interested parties in a manner that fosters the professional and efficient development of legislative policies and outcomes.
6. Demonstrated leadership qualities to manage a diverse workforce including professional personnel from a variety of backgrounds, points of view and skill level.

Submit a legal writing sample (maximum 10 pages) that reflects an ability to analyze sophisticated legal issues and reflects, to the greatest extent possible, your own work.

Benefits:

Benefits include health and life insurance, annual and sick leave, and retirement benefits. Explore the major benefits offered to most Federal Employees [here](#).

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Appointment is subject to tally vote consensus by the Commission.

EAC will not pay travel, transportation and relocation expenses.

You may be required to travel and you may be required to apply for a government travel card.

A background investigation is required and continued employment is contingent on completion of that process to determine suitability for federal employment.

It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills and abilities.

The materials you send with your application will not be returned.

Before entering on duty, you will be required to complete a Public Financial Disclosure Report, SF-278. You will need to provide the information annually.

How To Apply:

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the EVALUATION FACTORS section of the announcement. This information will be used to determine your eligibility and/or rating and is required.

Applicants may apply for this position with a resume, the Optional Application for Federal Employment (OF-612), or other application format, as long as the application contains the necessary information below:

- Vacancy announcement number; title and grade(s) of the job for which applicant is applying **(NOTE: Social Security Number is not required on your application).**
- All relevant educational information, including college/university, major, type, and year of degree(s) (if no degree earned, show total credits earned and indicate whether semester or quarter hours). See above, mandatory education and credentials under Qualification Requirement.
- Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary.
- Copy of most recent performance appraisal (if any).
- A legal writing sample (maximum 10 pages) that reflects an ability to analyze sophisticated legal issues, and reflects, to the greatest extent possible, the applicant's own work.
- Incomplete application packets will not be reviewed for further consideration.

Mail your application materials so they will be postmarked by closing date and received within five (5) working days. If hand-carried, faxed or emailed, be sure your application is received by 12:00 (midnight) on the closing date.

Send Application Materials to:

Resumes@eac.gov

OR

U.S. Election Assistance Commission
1335 East West Highway, Suite 4300
Silver Spring, MD 20910

OR

Fax: (301) 734-3112

Contact Information:

Sheila Banks
Phone: 301-563-2925

Agency Information:

U.S. Election Assistance Commission
1335 East West Highway, Suite 4300
Silver Spring, MD 20910
Phone: 301-563-3119
Fax: 301-734-3112

What To Expect Next:

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>