

Attorney-Advisor (General)

DEPARTMENT OF THE INTERIOR

Office of the Solicitor

Southwest Regional Office

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Summary

With an emphasis on high ethical standards, excellence in public service and the delivery of superlative advice and counsel, DOI Solicitor's Office performs the legal work for the United States Department of the Interior, and manages the Departmental Ethics Office and Departmental FOIA Office. With more than five hundred employees, more than four hundred of which are attorneys, the Office strives to provide sound legal services to fulfill the Department's diverse and wide-ranging mission.

[Learn more about this agency](#)

Overview

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Accepting applications

Open & closing dates

🕒 05/06/2024 to 05/17/2024

Salary

\$87,878 - \$160,533 per year

Pay scale & grade

GS 12 - 14

[? Help](#)

Location

1 vacancy in the following location:

📍 **Albuquerque, NM**

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Term - 2 years

Work schedule

Full-time -

Service

Excepted

Promotion potential

14

Job family (Series)

0905 Attorney

Supervisory status

No

Security clearance

Not Required

Drug test

No

Position sensitivity and risk

Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process

Credentialing

National security

Announcement number

SOL-SWR-24-VN-053 (EXC)

Control number

790072100

This job is open to

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The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Excepted Service

Duties

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As an Attorney-Adviser with the Department of the Interior, Office of the Solicitor, Southwest Regional Office, located in Albuquerque, NM your specific duties will include:

Providing legal research, analysis, advice and representation to the Bureau of Indian Affairs Southwest Region (BIA Southwest) and other officials of the U.S. Department of the Interior (DOI). The primary focus of this position will be on Federal Indian law and other issues for BIA Southwest, including land and environmental law issues, National Environmental Policy Act and permitting matters, contracting issues (primarily under the Indian Self-Determination and Education Assistance Act), leasing and right-of-way issues, and trespass issues.

Responsibilities of the position may include representing BIA Southwest in administrative hearings or appeals, including possible appearances before the Interior Board of Indian Appeals, the Civilian Board of Contract Appeals, and state agencies in New Mexico. Responsibilities will also include assisting the U.S. Department of Justice (DOJ) in representing BIA Southwest in federal, state or tribal judicial proceedings.

Requires cooperative and productive interactions with officials and staff of BIA Southwest, officials and staff of other bureaus of DOI; other attorneys within the Solicitor's Office; attorneys in DOJ, including attorneys in the offices of the U.S. Attorneys; officials and attorneys in other Federal agencies; and State, local, or tribal officials and attorneys. There will also be interactions with attorneys and others representing non-governmental interests.

This position will require detailed familiarity with Indian law. The position also requires possession or development of detailed familiarity with such laws as: the Administrative Procedure Act, the National Environmental Policy Act, the Indian Self-Determination and Education Assistance Act, and the National Historic Preservation Act.

This position will involve providing written and oral opinions on Federal Administrative Law topics, including Fiscal/Appropriations Law, federal contracting, and acquisition laws, agency delegations and authority, partnerships with non-public entities, and similar topics.

The position will also include assisting the Solicitor's Office and BIA Southwest with compliance with other statutes, such as the Freedom of Information Act and Privacy Act.

Salary Range

GS-12: \$87,878 to \$114,237

GS-13: \$104,498 to \$135,851

GS-14: \$123,485 to \$160,533

First time hires to the federal government typically start at the beginning salary in the range for their respective grade level.

This vacancy may be used to fill additional positions as vacancies become available.

Requirements

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Conditions of Employment

Key Requirements:

- Applicants must be U.S. Citizens.
- Suitable for Federal employment, as determined by background investigation.
- Must be an active member of the bar.
- Selectee may be subject to serving a 2-year trial period.
- You will be required to have federal payments made by Direct Deposit.
- Selective Service: If you are a male applicant born after December 31, 1959, 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. See <http://www.sss.gov/>.

Are There Any Special Requirements For This Position?

- A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.
- If selected for this position, you may be required to file one or more financial statements and/or a procurement integrity certification of compliance upon reporting and annually, some of which may be subject to public disclosure.
- Throughout the recruitment and hiring process we will be communicating with you via email; therefore, it is imperative that the email address you provide when applying for this vacancy remains active. Should your email address change, please notify the point of contact identified in the vacancy announcement as soon as possible so that we can update our system.
- Because this position requires travel for official business, the selectee will be required to apply for a charge card within 30 calendar days of appointment. Individuals who have delinquent account balances from a previous Government charge card will be required to satisfy their existing obligation before a new card can be issued.
- Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for and performance of higher-level duties.

Qualifications

Basic Qualification Requirements

Applicants must be law school graduates with LL.B. or J.D. degrees **AND** applicants must be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

Applicants must also meet one of the following:--possess at least 1-year of professional legal experience following law school graduation; OR--have a second professional law degree; OR--meet any of the criteria indicated below:(a) academic standing in top one-third of law school graduating class;(b) graduation with academic honors;(c) significant participation on the law school's law review;(d) significant participation in the law school's moot court competition;(e) significant participation in a clinical legal aid program;(f) significant summer law office clerk experience; or(g) other equivalent evidence of clearly superior achievement.

GS-12/13/14: In addition to meeting the basic qualification requirements described above, applicants must also have the following additional years of professional legal experience for the grade level indicated:

--GS-12 = 1 year

--GS-13 = 2 years

--GS-14 = 3 ½ years

Experience refers to 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.

Additional information on the qualification requirements is outlined in the OPM Qualification Standards Handbook of General Schedule Positions and is available at OPM's website:<https://www.opm.gov/qualifications/standards/indexes/num-ndx.asp>

All qualification requirements must be met by the closing date of this announcement.

Education

Education: If this position requires specific educational course work to qualify, or you are qualifying based in whole or part on education, you are required to provide transcripts as proof

of meeting the requirements.

Foreign Education: Education completed in colleges or universities outside the United States may be used to meet the specific educational requirements as stated above. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e4>

Additional information

Read more

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to better assess your qualifications for this position, when preparing your resume, please be sure to address your experience in or familiarity with the following areas of legal work: researching and writing legal memoranda and opinions; providing legal advice, counseling, or recommendations to clients, judges, or senior attorneys, either orally or in writing; litigating in federal or administrative courts; and preparing, reviewing, and modifying transactional documents and other similar agreements. Please also address your experience in or familiarity with the following subject matter areas and legal authorities: Federal Indian law, the Administrative Procedure Act, the Indian Self-Determination and Education Assistance Act, the National Environmental Policy Act, and the National Historic Preservation Act.

Once the application process is complete, we will review your application to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume, supporting documentation and responses to the online questionnaire will be made.

Please note applicants must meet the all qualifications requirement and submit all required

documentation by closing date of the announcement for consideration for this position. Failure to meet all qualifications requirement and/or submit all required documents will result in an ineligible for consideration rating.

Applicants who are found to be qualified and referred to the selecting official for consideration may be asked to provide a writing sample. Instructions will be included in the email communication sent to qualified candidates

Basis of Rating: Applicants will not be rated or ranked. All applicants that meet the basic eligibility and qualification requirements of the position will be referred to the selecting official for consideration

To preview the announcement questionnaire, click here:

<https://apply.usastaffing.gov/ViewQuestionnaire/12402811>

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents

 [Help](#)

To apply for this position, you must submit a complete application package by the closing date of this announcement. Failure to submit documentation may result in not receiving consideration for this position.

Your resume must contain information sufficient to make a valid determination that you fully meet the specialized experience requirements as stated in this vacancy announcement and OPM qualification standards for each grade level(s) for which you are applying. It is strongly recommended that you use the USAJobs Resume Builder as it was designed to ensure that your resume includes the standard information needed. The Resume Builder is available at:

[https://help.usajobs.gov/index.php/How to create your resume](https://help.usajobs.gov/index.php/How_to_create_your_resume)

Current & Former Federal Employees

If you are a current or former Federal employee, please submit the following by the closing date of this announcement:

- a copy of a recent SF-50 "Notification of Personnel Action" documenting tenure, position title, occupational series, grade level, step and salary; and
- your most recent performance appraisal (if you do not have your most recent performance appraisal, please submit an explanation as to why it is unavailable)

All Applicants

You must meet the qualifications and submit all required documents by closing date of the announcement. NOTE: Documents will not be accepted after the closing date and you will be marked ineligible for consideration.

You must submit proof that you are licensed and authorized to practice law. Such proof can include a current active bar card, a screen print from a bar website that reflects you are an active member of the bar or a letter/certificate from the bar certifying you are licensed and authorized to practice law. Documents (bar card, screen print, letter/certificate) **must be dated within 3 months of the closing date of the announcement.** If using a screen print, make sure it is clear when the screen print was taken. For bar cards that do not have a date on them, please also submit a screen print or letter/certificate certifying you are licensed and authorized to practice law dated within 3 months of the announcement closing date.

You must submit transcripts. Unofficial transcripts will be accepted at the time of application, but official transcripts will be required before entry on duty.

A 1-2 page cover letter is required expressing your interest and qualifications for this position.

If you are claiming veterans' preference you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, by the closing date of this announcement. If you are currently on active military duty, you must provide documentation (e.g., campaign document, award citation, etc.), that verifies entitlement to veterans preference and that your character of military service is honorable. If you are claiming 10-point veterans' preference, in addition to the DD-214, you must submit documentation that supports your claim (e.g., an official statement from the Department of Veterans Affairs or from a branch of the Armed Forces certifying the existence of a service-connected disability; or receipt of a Purple Heart). If you fail to submit any of the required documentation, you will not be granted veterans preference. Additional information on veterans' preference can be found in the [VetGuide](#).

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

 [Help](#)

[Read more](#)

Agency contact information

 Veronica Nunez

Email

veronica.guerreronunez@bsee.gov

[Learn more about this agency.](#)

Next steps

[Read more](#)

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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Job family (Series)

0905 Attorney

Supervisory status

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Security clearance

Not Required

Drug test

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Position sensitivity and risk

Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process

Credentialing

National security

Announcement number

SOL-SWR-24-VN-053 (EXC)

Control number

790072100

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