

ATTORNEY VACANCY ANNOUNCEMENT

The Office of the General Counsel at the U.S. Department of Health and Human Services is currently seeking applications for an Attorney Advisor position in its Denver, CO, Regional Office (Region 8).

Who May Apply: This vacancy announcement is open to all U.S. citizens and may be used to fill multiple positions.

DUTY STATION: Denver, CO (location negotiable)

SERIES & GRADE: GS-0905-11/15

SALARY RANGE: \$80,665 - \$191,900

OPEN PERIOD: March 6-April 5, 2024 (applications will be considered on a rolling basis)

JOB SUMMARY:

The Office of the General Counsel is the legal team for HHS, providing quality representation and legal advice on a wide range of highly visible national issues. OGC supports the development and implementation of the Department's programs by providing the highest quality legal services to the Secretary of HHS and the organization's various agencies and divisions.

OGC Region 8-Denver provides comprehensive litigation services, legal advice, counseling, and negotiation services to many Department programs, with an emphasis on services to those HHS agencies that have a presence in Region 8. Most of our work supports the Indian Health Service (IHS), the Centers for Medicare & Medicaid Services (CMS), the Administration for Children and Families (ACF), and the Office for Civil Rights (OCR). Our workload is divided between litigation and advice. Most of our administrative litigation is before the Departmental Appeals Board (DAB), the Civilian Board of Contract Appeals (CBCA), the Equal Employment Opportunity Commission (EEOC), and the Merit Systems Protection Board (MSPB).

OGC is an equal opportunity employer, and we encourage applications from a diverse pool of high-quality candidates.

For additional information about OGC's mission, please visit our website at:

<http://www.hhs.gov/ogc/index.html>

DUTIES:

This is a General Attorney position located in our Region 8 office in Denver, Colorado, with a focus on Indian law. OGC attorneys are expected to work independently and as a team with more than 700 OGC colleagues around the nation. The Denver office has a collegial staff of twelve employees, including ten attorneys. The incumbent of this position will primarily provide legal advice and litigation services to the Indian Health Service. Areas of practice in the Denver office include: administrative litigation, employment law, Indian law, medical malpractice and other tort defense, contracts and other agreements, health law, Medicare enforcement litigation, civil rights, information law, and a variety of others.

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We are seeking to fill the position at the GS-11 to GS-15 level depending on experience and qualifications. The position will be located in Denver, CO (subject to negotiation). Reimbursement for relocation expenses is not available.

It will be favorable for the candidate to have familiarity and experience with federal Indian law, federal employment law, and administrative litigation before the Equal Employment Opportunity Commission and/or Merit Systems Protection Board.

QUALIFICATIONS REQUIRED:

Your resume and supporting documentation will be used to determine whether you meet the position qualifications listed on this announcement. Salary will be commensurate with education and experience.

The following are required qualifications:

- ✓ GS-11: You must possess a Juris Doctorate (J.D.) or LL.B from an accredited ABA law school and possess active bar status in good standing.
- ✓ GS-12: You must possess a Juris Doctorate (J.D.) or LL.B from an accredited ABA law school, active bar status in good standing, and one year of professional legal experience post bar admission equivalent to the GS-11 level.
- ✓ GS-13: You must possess a Juris Doctorate (J.D.) or LL.B from an accredited ABA law school, active bar status in good standing, and two years of professional legal experience post bar admission equivalent to the GS-12 level.
- ✓ GS-14: You must possess a Juris Doctorate (J.D.) or LL.B from an accredited ABA law school, active bar status in good standing, and three years of professional legal experience post bar admission equivalent to the GS-13 level.
- ✓ GS-15: Applicants at the GS-15 level must have at least four years of professional legal experience. Applicants at the GS-15 level must also have a demonstrated ability to work independently with minimum levels of supervision.
- ✓ Proof that bar status is active, in good standing and eligible to practice in the highest court of a State, U. S. commonwealth, U. S. territory, or the District of Columbia.
- ✓ Candidates must also have exemplary legal writing, oral advocacy abilities, excellent interpersonal skills, and display a capacity to work with diverse individuals and groups.

CONDITIONS OF EMPLOYMENT:

- ✓ Must maintain active bar membership in good standing and the eligibility to practice law in the highest court of a state, territory, Commonwealth, or the District of Columbia throughout employment in the Office of the General Counsel.
- ✓ Upon final job offer from HHS OHR, the successful candidate must submit official law school transcripts.
- ✓ **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.

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- ✓ **E-Verify:** If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System. Federal law requires DHS to use the E-Verify System to verify employment eligibility of all new hires and as a condition of continued employment obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system. The U.S. Department of Health and Human Services is an E-Verify Participant.
- ✓ **Direct Deposit:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- ✓ All qualification requirements must be met by the closing date of the announcement.
- ✓ Financial disclosure statement may be required.
- ✓ Two-year trial period may be required.
- ✓ Travel, transportation, and relocation expenses will not be paid.
- ✓ This position may be in a bargaining unit.
- ✓ Multiple selections may be made from this announcement.

In accordance with Executive Order 12564 of September 14, 1986, The Department of Health and Human Services (HHS) is a Drug-Free Federal Workplace. The Federal government, as the largest employer in the Nation, can and should show the way towards achieving drug-free workplaces through programs designed to offer drug users a helping hand, and at the same time demonstrating to drug users and potential drug users that drugs will not be tolerated in the Federal workplace. The use of illegal drugs, on or off duty, by Federal employees is inconsistent not only with the law-abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the public. Applicants tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment and be subject to reasonable suspicion and post-accident drug testing upon hiring. If required to submit to urinalysis, the appointment to the position will be contingent upon a negative applicant drug test result. In order to demonstrate commitment to the HHS goal of a drug-free workplace and to set an example for other Federal employees, employees not in a testing designated position may volunteer for unannounced random testing by notifying their Drug-free Federal Workplace Program Point of Contact upon hiring.

INSTRUCTIONS TO APPLY:

Please submit the following documents to OGC_R8@hhs.gov before 11:59 p.m. on April 5, 2024, to receive consideration for the position (applications will be reviewed on a rolling basis; a hiring decision may be made before April 5):

- ✓ Cover letter.
- ✓ Resume (must include education, including name of undergraduate and law school, degree received and date graduated; date admitted to bar and jurisdiction; a general description of all past employment relevant to the practice of law, including dates of employment and whether it was full-time or part-time).
- ✓ Legal writing sample (no more than 10 pages).
- ✓ Law school transcripts (unofficial copies are acceptable at this stage of application), if graduated from law school within the past five years.
- ✓ Separate applications are required for (1) GS 11-14 positions and (2) GS 15 positions. Please expressly state in your cover letter(s) the grade for which you are applying.
- ✓ Separate applications are required for remote or local with telework arrangements. Please expressly state in your cover letter(s) whether the application is for remote work or in Denver with telework opportunities.