

Notice Number
165-24

Announcement Date
09/01/2024

Closing Date
9/11/2024

Command & Location
MSC - Norfolk, VA

Grade
GS-11/12/13/14

Position Title
Assistant Counsel

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy (DON) Office of the General Counsel (OGC) has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted. DON OGC also offers a great place to build a career. Based on the DON OGC annual employee survey, DON OGC attorneys consistently report the highest marks for workforce collegiality, cooperation, and meaningful, high quality work.

There are anticipated vacancies for an attorney to serve as an Assistant Counsel within the Office of Counsel, Military Sealift Command (MSC) headquarters office located in Norfolk, VA. The position will be located in Norfolk, VA. The MSC Office of Counsel provides legal services to MSC headquarters and field activities. MSC is a major Navy Command and the Navy component of the joint service United States Transportation Command. MSC is responsible for a variety of missions, including providing strategic sealift for the Department of Defense, direct fleet support to the Navy combatant fleet, and conducting special missions involving the operation of ships for Department of Defense components. MSC is unique in that it is both a fleet operational agency and a procurement activity. MSC operates a fleet of approximately 125 vessels including both Government-owned and privately-owned chartered dry cargo vessels, tankers, naval auxiliary ships, and special mission ships. MSC's Government-owned ships are operated either by civil service mariners or contract operators who employ private sector mariners. The Office of Counsel has a varied workload covering the full range of the DON Office of the General Counsel practice areas, with emphasis on federal acquisition law, civilian personnel law, maritime law, fiscal law, ethics and standards of conduct, and information law.

The anticipated vacancies will generally be in the civilian personnel and general law practice areas, but successful applicants may be required to provide legal services across the full range of OGC practice areas relevant to the MSC mission. The positions have a full performance level of GS-14, but may be filled at the GS-11, GS-12, GS-13 or GS-14 level, depending on the qualifications of the successful applicant. To be eligible for selection at the GS-11 level, the applicant must have at least one year of professional legal experience or be a recent law school graduate with superior law student work or activities as demonstrated by: graduating in the top third of their law school class; work or achievement of significance on an official law review or journal; or a special high-level honor, e.g., winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be eligible for selection at the GS-12 level, the applicant must have two years of relevant professional legal experience at the GS-11 (or equivalent) level or be a current GS-12 (or equivalent) attorney within the Federal government. Note that for GS-11 and GS-12 positions only, a second professional law degree (LL.M.) that required at least one full academic year of graduate study may be substituted for one year of professional legal experience. To be eligible for selection at the GS-13 level, the applicant must have more than two years of substantial and relevant professional legal experience. To be eligible for selection at the GS-14 level, the applicant must have at least three and-one-half years of substantial and relevant professional legal experience. The grade level offered will be based upon the successful applicant's qualifications and funding availability. As noted above, it is anticipated that up to two vacancies may be filled from this announcement, depending on vacancies at the time of evaluation of the resumes and on qualifications of the applicants.

Applicants will be evaluated on (1) the depth, breadth and quality of their relevant legal experience; (2) their research, analytical and writing skills; (3) their oral communications skills; (4) and their interpersonal skills, including their ability to establish effective attorney-client relationships and work independently and as part of a team. Experience with the Department of the Navy and/or OGC is not required but may be considered a plus.

Interested attorneys are encouraged to contact Mr. Trevor Rush at 757.341.5599 or by e-mail at trevor.a.rush.civ@us.navy.mil for more information.

The successful applicant must have graduated from a law school accredited by the American Bar Association; be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. Territory, or the District of Columbia; and be admitted to practice before a state or federal court. U.S. Citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET level security clearance. Occasional travel may be required.

Applicants must submit a resume, a cover letter that addresses the evaluation criteria for this position and their interest in the position; two brief legal writing samples (no more than 10 years old and no more than 10 pages each) that demonstrate analytical and/or advocacy abilities (excerpts of larger pieces may be submitted); the two most recent performance appraisals with rating official narrative, (if not available, please explain); and the names and phone numbers of at least three references who may be contacted. Attorneys who have graduated from law school less than 5 years prior to the announcement closing date must provide a copy of their law school transcripts, including class rank. Current and former federal employees must also provide a copy

of their most recent SF-50 form. Please redact social security numbers and birth dates from any submitted documents.

This personnel notice will close on 11 September 2024 at 11:59:59 PM (EDT). Complete applications must be received by the closing date and time to be considered.

Electronic applications are being accepted and should be sent to trevor.a.rush.civ@us.navy.mil. The subject line of the message should state the Personnel Notice Number. Hard copy applications are not being accepted at this time.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section at <https://www.secnav.navy.mil/OGC/>).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://help.usajobs.gov/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <https://webapps.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://help.usajobs.gov/working-in-government/fair-and-transparent/financial-suitability>

Social security number request Link:

<https://help.usajobs.gov/working-in-government/fair-and-transparent/social-security-number>

Privacy Act Link:

<https://help.usajobs.gov/working-in-government/fair-and-transparent/privacy-act>

Signature and false statements Link:

<https://help.usajobs.gov/working-in-government/fair-and-transparent/signature-false-statements>

Selective Service Link:

<https://help.usajobs.gov/working-in-government/fair-and-transparent/selective-service>

New employee probationary period Link:

<https://help.usajobs.gov/working-in-government/fair-and-transparent/probationary-period>

Relocation expenses are not available.