

Overview

Open & closing dates Opening and closing dates 10/28/2019 to 11/28/2019	Service Excepted
Pay scale & grade AD 00	Salary \$156,000 to \$156,000 per year
Appointment type Term - Not to Exceed 4 years.	Work schedule Full-Time

Location

1 vacancy in the following location:

Silver Spring, MD
Silver Spring, MD

Relocation expenses reimbursed No	Telework eligible Yes as determined by agency policy
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Duties

Summary

The General Counsel is appointed for a four (4) term by the Commissioners.

[Learn more about this agency](#)

Responsibilities

The incumbent will serve as the Chief Legal Officer for the EAC and provides legal advice and counsel to the Executive Director on a wide variety of legal matters; provides advice to all of EAC's Federal Advisory Committees, including the Technical Guidelines Development Committee, EAC Board of Advisors, and EAC Standards Board. The General Counsel also serves as the Designated Agency Ethics Official (DAEO) and is responsible for agency ethics training, financial disclosure and reporting obligations, and communication with the U.S. Office of Government Ethics.

Major Duties

Ensures that the Commission meets all Federal, state, and local legal and regulatory requirements, which are administered by or effect the operation of the EAC; reviews all proposed policies and procedures to ensure compliance with Federal, state, and local laws and regulations; keeps key staff informed of changes in Federal, state, and local laws and regulations that may affect the operations of the EAC.

Prepares legal opinions; researches constitutions, statutes, rules, regulations and cases to form an opinion; drafts written opinions; communicates oral opinions.

Meets, consults and coordinates with high level Federal, state, and local officials, and attorneys, on matters with legal or policy implications; coordinates and/or consults with the Department of Justice and other Federal agencies regarding legal matters. 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.

Develops and drafts guidance, guidelines, rules and regulations to govern the Commission's operations and programs; reviews Federal Register publication notices for these and other documents; reviews and assesses comments made by members of the public, stakeholders, vendors and others on guidance, guidelines, policies, rules and regulations proposed by the Commission; reviews proposed and final guidance, guidelines, policies, rules and regulations for compliance with the law. Assures due process is maintained concerning parties interacting with EAC. Develops appropriate internal procedures to sustain fairness and equity among all interests.

Reviews and approves all statements of work, contracts, memoranda of understanding, cooperative agreements to assure that these actions and agreements comply with law and protect the interests of the Commission.

As a member of the Commission's senior staff, assists the organization with strategic planning; prepares and monitors the annual budget for the office of General Counsel; manages the office of General Counsel; makes staffing recommendations to the Executive Director; assigns and oversees work of three subordinate attorney/legal support positions including the Deputy General Counsel. Plans work activities based on short and long-term needs. Resolves problems, sets priorities, and allocates resources. Develops performance plans, evaluates employees, and recommends compensation for superior performance. Deals effectively with employee issues and promotes management-sponsored policies and goals. Assures the work environment is free of safety hazards and takes appropriate corrective action when needed. Maintains an awareness of evolving issues and supports training to assure employee competencies meet job demands. Utilizes computer oriented workload tracking and researching techniques.

Represents the EAC and its staff in their official capacities in all litigation, arbitration, mediation, and settlement negotiations; arranges for and manages representation by the United States Attorney, when appropriate; and when necessary, secures and manages outside legal services for the Commission.

Connects with the White House as a liaison for the Commission; reviews and comments on proposed legislation; provides counsel regarding responses to Congressional inquiries and requests; utilizes expertise in the development and drafting of all Congressional testimony; and serves as a point of contact for both Members of Congress and White House offices.

Performs other duties as assigned.

Travel Required

25% or less - You may be expected to travel for this position.

Supervisory status Yes	Promotion Potential None
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Job family (Series)

[0905 Attorney](#)

Requirements

[Help](#)

Conditions of Employment

Candidates must be a US Citizen.

Candidates must meet all qualifications prior to the closing date of this announcement.

Qualifications

General Competencies

Interpersonal Effectiveness: Skill in responding appropriately to a diversity of groups and individuals in a variety of challenging situations. Demonstrated ability to be tactful and to treat others with respect. Skill in developing networks, achieving cooperation, and collaborating with others when appropriate, including parties outside of EAC.

Critical Thinking: Skill in purposeful, self-regulatory judgment that results in interpretation, analysis, and evaluation of all relevant considerations while remaining flexible, fair-minded in evaluation, prudent in making judgments, diligent in seeking relevant information, and persistent in seeking results.

Written and Oral Communication: Demonstrated ability to clearly, succinctly and convincingly express facts and ideas both in writing and orally. Skill in listening and appropriately responding to the ideas, points of view, or concerns of others. Skill in public speaking.

Organizational Skill: Demonstrated understanding of priorities, deadlines, administrative systems and resources needed to gather and synthesize information while balancing workload demands.

External Awareness: Skill in identifying and keeping abreast of legislation, policies and economic, political, and social trends that affect the EAC.

Technical Competencies

Professional knowledge of and ability to interpret and apply: Federal, State and local laws and regulations governing election administration. Graduation from and accredited law school in the United States and a valid and current law license in at least one State is required.

Thorough knowledge and understanding of the EAC mission, goals, and objectives, programs, and functions to identify significant issues requiring the attention of the Commissioners.

Comprehensive knowledge of the Help America Vote Act and the National Voter Registration Act, pertinent regulations, policies, procedures, precedents, and directives affecting election administration.

Expert knowledge in one or more functional areas of law (e.g., U.S. election law; information law and information sharing; and federal communications).

Leadership Competencies

Skill in leading staff to interact as a team, focused on cooperating with one another and with the entire EAC staff to accomplish team goals and initiatives.

Ability to plan, assign, and appraise work products to assure high levels of performance.

Skill in consensus building and conflict management to effectively resolve conflicts.

Knowledge of the tools available to facilitate managing the work and skill in applying that knowledge to such responsibilities as maintaining records, assuring adequate resources, supplies, and equipment to accomplish the work, identifying and implementing ways to improve effectiveness and efficiency, formulating budget requests, and similar managerial functions.

Knowledge of basic human resource management programs, rules, policies, and procedures to effectively carry out responsibilities such as interviewing and recommending selections, developing performance standards and appraising performance, identifying training needs and arranging for appropriate training for staff, resolving grievances and complaints, effectively managing disciplinary issues, and handling a variety of other human resource management responsibilities.

Education

Specialized Experience:

Candidates must possess a Juris Doctorate from an America Bar Association accredited law school.

Candidates must be a current member in good standing of a state, territory of the U.S. District of Columbia or Commonwealth of Puerto Rico Bar.

Candidates must have 3 years of experience in legal practice; of which one year of the experience may be met through the completion of a judicial clerkship (completed by time of hire).

Additional information

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible. The materials you send with your application will not be returned.

[Read more](#)

How You Will Be Evaluated

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

Ability to render legal advice and services with respect to questions, regulations and practices.

Ability to communicate legal advice and negotiate with third parties.

[Read more](#)

Background checks and security clearance

Security clearance Top Secret	Drug test required No
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Required Documents

Required documents include a resume and the supporting documents as described in the "How to Apply Instructions" section of this announcement.

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.

Benefits

[Review our benefits](#)

How to Apply

All applicants MUST submit applications via email: resumes@eac.gov.

You do not need to submit your application package through the USAJOBS process.

Your application package must be received by the closing date of the announcement and must include the following:

[Read more](#)

Agency contact information

Corliss Jackson Corliss Jackson

Phone 202-853-4780	Address US Election Assistance Commission 1335 East West Hwy Suite 4300 Silver Spring, MD 20910 US
Email Resumes@eac.gov	
Learn more about this agency	

Next steps

Your application materials will be reviewed and if an interview is deemed appropriate, you will be contacted with further information.

This job is open to

The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

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Announcement number

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Control number

549891000

Fair & Transparent

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

Equal Employment Opportunity Policy

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, retaliation, parental status, military service, or other non-merit factor.

[Read more](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[Read more](#)

Legal and regulatory guidance

Financial suitability	Social security number request
Privacy Act	Signature and false statements
Selective Service	New employee probationary period