



U.S. Department of Homeland Security
Cybersecurity & Infrastructure Security Agency
Office of the Chief Counsel
Washington, DC 20528

CISA Office of the Chief Counsel Vacancy Announcement

Job Title: Attorney Advisor

Department: Department of Homeland Security

Agency: Cybersecurity and Infrastructure Security Agency
Office of the Chief Counsel

Salary Range: \$78,592 to \$183,500 / per year

Series & Grade: GS-0905-11/12/13/14/15

Open Period: Open Continuous

Position Information: Full-Time Permanent

Duty Station: Various

Security Clearance: Various (Secret/TS/TS-SCI)

JOB SUMMARY:

The Cybersecurity and Infrastructure Security Agency (CISA) Office of the Chief Counsel (OCC) is seeking qualified attorneys to join its exciting and rewarding legal practice. OCC provides legal advice on a wide range of issues to all agency divisions, mission support offices, and regional field offices. CISA has multiple attorney position openings. Interviewing and hiring will be on an as needed and rolling basis. Applicant resumes and cover letters should clearly articulate experience or interest in one or several of the following areas of federal agency legal practice:

- Cybersecurity Program and Operational Support
- Infrastructure Security Program and Operational Support
- Ethics
- Budget/Appropriations/Fiscal Law
- Legislative Affairs
- Acquisition/Procurement/Inter-Agency Agreements
- Grants and Financial Assistance
- General Administrative Law
- Rulemaking
- Regulatory Enforcement
- Litigation and Investigations
- Information Law
- Privacy
- Public-Private Partnerships
- Risk Assessment and Risk Management
- Intelligence Law
- Operational Law



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All positions entail providing oral and written legal advice to agency staff and leadership, and advising and collaborating with other attorneys within the agency and the Department. Applicants are encouraged to highlight experience with similar responsibilities. Additional beneficial experience includes: drafting and reviewing documents for consistency with applicable legal authorities and requirements; providing guidance on agency and Departmental policies; presenting legal training; conducting litigation or administrative adjudications; and representing organizations at conferences and meetings with representatives of other Executive Departments, Federal agencies, State/Local/Tribal/Territorial governments and Congressional offices.

REQUIREMENTS:

All applicants must possess a JD or LLB from an accredited ABA law school. For GS-12 through GS-15 positions, applicants must also possess active bar status in good standing. In addition to these requirements:

- **GS-11**: Law school graduates who plan to take the bar exam this year may apply.
- **GS-12**: One year of professional legal experience post bar admission equivalent to the GS-11 level.
- **GS-13**: Two years of professional legal experience post bar admission equivalent to the GS-12 level.
- **GS-14**: Three years of professional legal experience post bar admission equivalent to the GS-13 level.
- **GS-15**: Five years of professional legal experience post bar admission equivalent to the GS-14 level.

HOW TO APPLY:

- Please indicate your interest in this position by emailing your resume to CISAOCStaffing@cisa.dhs.gov with the subject line “CISA OCC Attorney Advisor.”