

CISA Office of the Chief Counsel Vacancy Announcement

Job Title:	Counsel or Senior Counsel
Department:	U.S. Department of Homeland Security
Agency:	Cybersecurity and Infrastructure Security Agency
Office:	Office of the Chief Counsel
Salary Range:	\$99,200 to \$181,216 per year (if NCR-based)
Series & Grade:	GS-0905-12/13/14 (FPL GS-15)
Open Period:	Accepting Applications Until Filled
Position Information:	Full-Time Permanent
Security Clearance:	Secret
Duty Station:	Various

JOB SUMMARY:

The Cybersecurity and Infrastructure Security Agency (CISA) Office of the Chief Counsel (OCC) is seeking a qualified attorney to serve as counsel or senior counsel for labor and employment law. This position is located in CISA OCC's Litigation and Investigations Division. The primary purpose of this position is to work on a wide range of labor and employment matters, representing the Agency in litigation matters, and advising on matters of legal interpretation and Agency-wide policies. The position also may provide support to the Litigation and Investigations Division's other portfolios, including non-employment related federal court litigation, legislative affairs and congressional oversight, as needed.

In this position, you will serve as a Counsel or Senior Counsel. Typical work assignments include:

- Represent CISA before various administrative tribunals to include the Merit Systems Protection Board, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, and the Office of Special Counsel.
- Conduct necessary conferences and consultations to provide litigation support and legal counsel to CISA's senior leadership on the full spectrum of federal sector labor and employment law issues.
- Negotiate complex and unique issues with senior-level personnel, individuals from various parts of CISA, and individuals from the other federal agencies to obtain the necessary balance between conflicting interests, factual issues, and policy considerations.
- Maintain continuing liaison with clients.

- Assist the U.S. Department of Justice in litigation involving labor and employment and other matters in federal court.
- Work with the Office of the Chief Human Capital Officer on disciplinary and adverse action proposals and decisions, workforce policies, and other personnel-related matters.
- Review CISA policies and related documents to ensure that labor and employment law issues are properly considered.
- Conduct complex legal research and analysis and develop memoranda or present results to senior officials in a clear, precise, and persuasive manner while keeping supervisors fully informed.
- Performs other legal tasks as assigned.

The position requires the ability to render legal advice in a fast-paced, highly charged, and fluid environment. In addition, applicant must have good judgment, effective communication skills, a high level of attention to detail, and a demonstrated willingness to be proactive and take initiative. The position requires the following competencies, knowledge, skills and abilities to perform this job:

- Applicants must possess exceptional writing skills and frequently will be called upon to provide well-reasoned and thorough legal analysis on short deadlines.
- Applicants must possess strong oral advocacy skills, as the incumbent will be required to give briefings on legal matters of interest, and may represent CISA in meetings, negotiations, and conferences with representatives of other Executive Branch departments and agencies, industry, and the public.
- Applicants must be able to work well with a team, but also must be able to work independently with minimal guidance and oversight.
- Applicants must be comfortable working under short deadlines and providing quick advice.
- Applicants must possess sound legal and professional judgment.
- Applicants should demonstrate aptitude with administrative and federal court litigation, including pre-trial, trial, and appeals.

REQUIREMENTS:

All applicants must possess a JD or LLB from an accredited ABA law school. Applicants must also possess active bar status in good standing. In addition to these requirements:

- **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.
- You may be required to file OGE Form 450, Confidential Financial Disclosure Report.

REQUIRED DOCUMENTS:

To apply for this position, you must submit a complete Application Package, which includes:

- Resume,
- Legal writing sample not to exceed 15 pages,
- Law school transcript, and,
- Proof that you are 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.

HOW TO APPLY:

- Please indicate your interest in this position by emailing a complete application package to CISAOCStaffing@cisa.dhs.gov with the subject line “CISA OCC Counsel for Litigation and Investigations – Labor and Employment Law.”
- **APPLICATIONS WILL BE ACCEPTED AND REVIEWED ON A ROLLING BASIS.** Applications will be retrieved and reviewed on a weekly basis until the position is filled.

How applicants will be evaluated: Applications will be evaluated for this position based on how well they meet the qualifications, and the best qualified candidates will be interviewed.

EEO Policy Statement: 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, age, veteran status, genetic information, parental status, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement: Federal agencies must provide reasonable accommodation to qualified applicants and employees with disabilities. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.