



**FEDERAL ELECTION COMMISSION  
VACANCY ANNOUNCEMENT**

***(Applicants that applied under vacancy announcement #12-001 will be considered and therefore need not reapply).***

<p align="center"><b>Position Title and Grade</b></p> <p align="center"><b>Associate General Counsel For Policy SL-0905-00/00 SENIOR LEVEL POSITION</b></p> <p align="center"><b>Salary: \$119,554 – 165,300 per annum</b></p>	<p align="center"><b>Who May Apply</b></p> <p align="center"><b>ALL US CITIZENS</b></p>	<p align="center"><b>Announcement No.</b></p> <p align="center"><b>12-011</b></p>
<p align="center"><b>Organizational Location</b></p> <p align="center"><b>Office of General Counsel</b></p>	<p align="center"><b>Opening Date</b></p> <p align="center"><b>January 26, 2012</b></p>	<p align="center"><b>Closing Date</b></p> <p align="center"><b>February 17, 2012 11:59 pm</b></p>
<p align="center"><b>THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.</b></p>		

**THIS IS A PERMANENT FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS SL-0905.**

**ABOUT OUR AGENCY:**

The Federal Election Commission is an independent agency with exclusive jurisdiction over the administration, interpretation, and civil enforcement of the Federal Election Campaign Act, which requires disclosure of campaign contributions and expenditures by candidates for Federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the federal programs that provide public funding to qualified candidates for President and Vice President. By ensuring that the campaign finance process is fully disclosed and the rules are effectively and fairly enforced, the Commission seeks to foster the electorate's confidence in the integrity of the nation's political process. Legal work at the FEC regularly involves important and complex issues implicating the First Amendment. The FEC is headed by six Commissioners, no more than three of whom may represent the same political party, who are appointed by the President with the advice and consent of the Senate. The FEC has approximately 350 employees and an annual budget of approximately \$66 million.

The Office of the General Counsel (OGC) has approximately 120 personnel including over 70 attorneys, as well as investigators, paralegal specialists, docket technicians, administrative assistants, and secretaries. OGC supports the FEC's unique role of regulating the financial

aspects of political campaigns for Federal office by directing FEC enforcement activities, representing the Commission in litigation, interpreting the FECA, and advising the Commission on legal matters brought before it. OGC is divided into five functional areas: 1) Enforcement, 2) Litigation, 3) Policy, 4) General Law and Advice, and 5) Complaints Examination and Legal Administration.

The Associate General Counsel for Policy oversees the Policy Division's two teams, each headed by an Assistant General Counsel, and serves as a member of the General Counsel's senior management team. He or she is responsible for directing and supervising the drafting of regulations, advisory opinions (AOs) and other legal memoranda that interpret the Federal Election Campaign Act, and for providing advice on legislation impacting the FEC. Draft regulations and AOs are presented to the Commission at public meetings.

The Associate General Counsel is a Senior Level (SL) position. The FEC is statutorily exempt from inclusion in the Senior Executive Service (SES), and its executive positions are staffed with SL employees. More information on SL positions may be found at:

<http://www.opm.gov/ses/recruitment/slpositions.asp>

The FEC is located in Penn Quarter, an area of northwest Washington, DC offering access to government agencies, residential living, casual and fine dining, shopping, a major sports arena, and several theaters. The FEC is located near several METRO subway and bus stations. For more information about the mission and workings of the agency, interested persons should explore the FEC's website at [www.fec.gov](http://www.fec.gov).

### **ROLE OF THIS POSITION:**

The Associate General Counsel has primary responsibility for the overall direction and management of OGC's Policy program. The incumbent supervises, directly or through two Assistant General Counsels, a staff of approximately 16 personnel including two Assistant General Counsels, staff attorneys, paralegal specialists, and administrative assistants. Specifically, the incumbent:

- Serves as a member of the General Counsel's senior management team by participating in policy development and strategic planning, addressing administrative and personnel issues, building consensus for and presenting recommendations to the Commission.
- Serves as a senior advisor to the General Counsel, the Commissioners, and other senior managers in the Commission concerning the Commission's Policy activities and program.
- Provides technical and managerial leadership to the division's two teams each headed by an Assistant General Counsel.
- Is responsible for the development and drafting of all advisory opinions and rulemaking documents prior to their referral to the General Counsel and the Commission.
- Is responsible for analyzing legislative proposals affecting the Commission, and drafting proposed legislative changes to the FECA.
- Oversees the legal review of FEC publications.
- Provides legal advice and assistance on FEC forms and instructions.
- Oversees the development of policies and procedures impacting the Policy Division, as well as evaluating the impact of these policies and procedures on improving operations.
- Establishes divisional standards and procedures for the preparation of advisory opinions (AO's), regulations and other written work products within the Policy Division. Ensures that draft regulations and AOs are clear, precise, well-organized and persuasive.

- Represents the Commission in matters before any forum as assigned by the General Counsel.
- Assumes responsibility for special projects as the General Counsel may assign.
- Develops and maintains partnerships with other divisions and offices in the FEC.
- Promotes cross-organizational efforts to improve work quality and make more effective use of human resources.
- Uses management information systems and other technological resources to meet the current and future needs of the Policy Division and OGC.
- Implements and evaluates procedures and policies that promote program performance.
- Ensures compliance with Federal and FEC policy in all phases of program and staff management.
- Actively supports the Commission's EEO goals.

### **QUALIFICATION REQUIREMENTS:**

**Mandatory Requirements:** An applicant must meet the following requirements to be eligible for consideration:

- An applicant must be a citizen of the United States;
- An applicant must hold a law degree from an accredited law school; be a member in good standing of the Bar of a state, the District of Columbia, Puerto Rico, or any other territorial court under the Constitution; and be admitted to or eligible for admission to practice before the Federal courts of the District of Columbia and the United States Supreme Court.
- An applicant must have a mix of six or more years of appropriate legal and management experience that reflects progressive development and achievement, and the ability to perform the duties of the position. Such experience must be clearly addressed and described in the application package.

### **QUALIFICATIONS CRITERIA:**

Each applicant must submit a comprehensive narrative statement that addresses the Mandatory Technical Qualifications outlined below. The narrative statement must include clear and concise examples that describe the applicant's level of responsibility, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The narrative must not exceed 2 pages for each question (**8 pages total**).

Failure to meet basic qualification requirements and to submit narratives for the Mandatory Technical Qualification factors will automatically disqualify an applicant.

Please note that knowledge of the Federal Election Campaign Act (FECA), though desirable, is not a mandatory requirement to be eligible for the position. The position will require the incumbent to develop very quickly a thorough understanding of the Federal Election Campaign Act; the historical background of election laws and of the Commission; FEC policies and decisions relating to the administration of the FECA; mastery of reporting and compliance requirements related to disclosure of Federal campaign funds; and the internal workings of the Commission's various programs and offices.

## **MANDATORY TECHNICAL QUALIFICATIONS:**

The primary factors that will be assessed by the Commission in determining the best-qualified candidates are as follow below. Applicants are required to address their qualifications in writing.

- (1) Experience with agency rulemakings and the Administrative Procedure Act (APA).
- (2) Superior leadership and management experience planning, organizing, and directing legal staff and work.
- (3) Excellence in analyzing complex legal issues, including regulatory and constitutional issues.
- (4) Excellence in communication skills -- writing and speaking -- including the ability to negotiate effectively with others within and outside an organization.

## **BASICS FOR EVALUATION:**

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by reviewing application materials to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the Mandatory Technical Qualifications.

Only the best-qualified candidates will be offered interviews. Applicants may be requested to furnish in writing a list of individuals familiar with their qualifications for contact as references.

Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating and/or may affect an applicant's overall rating.

## **BENEFITS:**

All standard government benefits program apply.

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual leave. More info:  
<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:  
<http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info:  
<http://www.usajobs.gov/jobextrainfo.asp#HOLI>

### **CONDITIONS OF EMPLOYMENT:**

Senior Level (SL) covers managerial positions above GS-15 in the Federal Service. Pay will be set in accordance with agency policy. This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status. This position is excluded from the bargaining unit.

As an Excepted Service Agency, the successful candidate may have to satisfy a two-year trial period, if applicable.

An appointee new to a Senior-Level position must satisfy a one-year probationary period.

The successful applicant will be subject to a background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

The applicant selected will be required to complete an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.

All standard government benefit programs apply. Additional information on benefits for Federal Employees can be found at [www.opm.gov/jobseekers](http://www.opm.gov/jobseekers).

The incumbent may be eligible for a transit subsidy up to \$120 per month.

You must be a U.S. Citizen

Males born after 12-31-59 must be registered for Selective Service.

Direct Deposit of Pay is required.

**Relocation expenses will not be paid.**

### **HOW TO APPLY:**

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, or other application format, as long as the application contains the necessary information below:
  - a. Vacancy announcement number; position title and grade(s) of the job for which applicant is applying;

- b. Your full name, day and evening numbers mailing address, and country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
  - c. Name, city, and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
  - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
  - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
  - f. Bar admission status.
2. As applicable, former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status. If you are a current or former SES member, you must provide a SF-50 that verifies your SES status or copy of certificate from the Office of Personnel Management that verifies graduation from an OPM-approved SES Candidate Development Program.
  3. A narrative statement that addresses each of the Mandatory Technical Qualifications (no more than 8 pages total).

**NOTE:** Submission of a resume alone **IS NOT** a complete application for federal employment. This position requires the completion of additional forms and/or supplemental materials as described above. Failure to provide the required information and/or materials will result in your application not being considered for employment.

#### **WHERE TO SEND APPLICATIONS:**

**(NOTE- Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).**

1. E-mail to [ogcjobs@fec.gov](mailto:ogcjobs@fec.gov)  
Do not send your application to fecjobs.
2. The subject line **must** contain the announcement number **(12-011)** and the applicant's name.
3. If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-0108. Only supplemental information will be accepted via fax.

Your application and all supporting documentation must be received by 11:59 pm (Eastern Time) on the closing date. Applications received after the closing date of the announcement will not be considered.

For additional information, call Human Resources at 202-694-1080 or send inquiry to [fecjobs@fec.gov](mailto:fecjobs@fec.gov) **Do not send your application to the FEC's website.**

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The

FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing HR Office. Requests for reasonable accommodation are made on a case-by-case basis.

**What to Expect Next:**

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.