

Agency: National Capital Planning Commission

Job Announcement Number:
2010-02



General Counsel

SALARY RANGE: \$105,211 - \$155,500 USD per year * **OPEN PERIOD:** 02/19/10 – 03/12/10

SERIES & GRADE: GS-0905-14/15

POSITION INFORMATION: Full-time/Permanent
(Excepted Service)

PROMOTION POTENTIAL: 15

LOCATIONS: National Capital Planning Commission
Office of the General Counsel
401 9th Street, NW, Suite 500 North
Washington, DC 20004
(Metro Yellow and Green Lines –
Archives/Navy Memorial)

WHO MAY BE CONSIDERED: United States Citizens

NUMBER OF VACANCIES: 1

Job Summary:

Join the National Capital Planning Commission (NCPC) team, if you are a highly motivated and experienced attorney looking for a challenging career as the Agency's Counsel. NCPC, through planning, policymaking, and plan review, defines and protects the federal government's interest in the development of the National Capital Region. The federal interest is broad and multi-faceted, from ensuring that government agencies have adequate facilities and their employees have good workplaces, to protecting the environment, public parks, and the region's historical and cultural resources. The General Counsel is primarily responsible for providing legal counsel to all organizational components in the areas community planning, architecture, zoning, project and plan review, urban renewal, transportation, open space, landmark preparation and/or other matters within the scope and mandate of the Commission.

Great Benefits: Paid vacation, sick days, holidays, health and life insurance and an excellent retirement program. In addition, NCPC offers Flexible work schedules, Public Transportation Subsidy, Telework, On-site Physical Fitness Facility, etc.

*Salary range reflects GS-14, Step 1 through GS-15 Step 10, including locality pay. Salary will be set in accordance with applicable pay setting regulations. Pay for first appointment to the federal service is generally set at the Step 1 of the grade.

Key Requirements:

- Must indicate U.S. Citizenship or National
- Registered for Selective Service, if applicable (See [Other Information](#))
- Résumé and supporting documents (See [How to Apply](#))
- Suitable for Federal employment
- Required to pass a background investigation for a secret clearance
- Subject to a one-year trial period
- Current membership, in good standing, with the appropriate licensing authority of any state or the District of Columbia
- Must possess a LLB or J.D. degree
- Relocation expenses will not be paid

Duties:

As the **General Counsel**, duties and responsibilities include, but are not limited to:

1. Providing legal advice to the Commission and its staff on the statutory authorities, duties, and functions of the Commission and legal questions in the fields of planning, environmental protection, historic preservation, geographic information systems, transportation, urban renewal and other related fields.
2. Advising the Commission and staff and otherwise providing legal services on matters of agency administration, including *inter alia*, personnel, contracting and procurement, intellectual property, appropriations, open government requirements, and records management.
3. Reviewing and preparing reports on proposed and pending legislation.
4. Reviewing and preparing litigation reports, administrative records, pleas and briefings for, or together with, the Department of Justice and other parties, in civil litigation and preparing records and pleas for representing the agency's case in administrative litigation.
5. Tracking federal, regional, and District of Columbia legislations and regulations of significance to the Commission.
6. Administering the agency Ethics Program, including preparing legal opinions, giving ethics advice to Commission and staff, preparing financial disclosure reports and ensuring required Commission and staff ethics training and reports are completed.
7. Conducting legal research on a variety of federal planning, land use, administrative law and other legal areas pertinent to the Commission.
8. Processing requests and keeping necessary records under the Freedom of Information Act and providing necessary reports to the Department of Justice.
9. Writing legal reports, memorandum of law, Memorandum of Understanding and preparing necessary legal documents, including legally required Notices in the Federal Register and other publications.

Qualifications and Evaluation:

All applicants must possess a J.D. or LL.B degree from an accredited law school AND must be a member in good standing of the appropriate licensing authority of any state or the District of Columbia.

You may start at \$105,211 (**GS-14**) per year if you meet the following qualifications, in addition to the requirement above:

Successfully completed at least one full year of specialized experience as a practicing attorney equivalent to the GS-13 level in the Federal Service. **Specialized experience** is experience that has included conducting research, providing legal advice, and preparing written opinions involving a variety of complex legal matters in such areas as community and planning, urban renewal, transportation planning, environmental protection, historic preservation, urban administrative law and Freedom of Information Act.

You may start at \$123,758 (**GS-15**) per year if you meet the following qualifications, in addition to all the requirements above:

Successfully completed at least one full year of specialized experience as a practicing attorney equivalent to the GS-14 level in the Federal service.

How You Will Be Evaluated:

We will review your resume and transcript(s) (if provided), to ensure you meet the basic qualifications and have the knowledge, skills, and abilities (KSA) that are important for the successful performance of the

position and would be the best-qualified candidates. Your relevant personal, educational, and work experiences will be evaluated on fundamental competencies such as:

- Experience in establishing and maintaining effective relationships with executive level appointees and their senior staff, high ranking state and local officials, high level staff in other agencies and with individuals of recognized professional standing;
- Ability to conduct and direct complex legal research, engage in sound legal analysis, and present the results in a clear, precise, and persuasive manner, both in writing and verbally; and
- Experience in the following areas: contract law, civilian personnel law, Freedom of Information Act, the Privacy Act, standards of conduct and general administrative law.

Benefits and Other Information:

NCPC offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System as well as flexible work schedule, Public Transportation Subsidy of up to \$230 per month, Telework, On-site Physical Fitness Facility, etc. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more, click here <http://opm.gov/insure/>.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

Veterans' Preference: Veterans preference is not applicable to this position.

How to Apply:

You may either 1) mail, or 2) submit your application package via email to jobs@ncpc.gov. Your complete application package will include:

1. Cover letter summarizing your qualifications for, and the position for which you are applying
2. Résumé including your social security number
3. Copy of J.D. or L.L.B. transcript

Agency Contact Info:

Camille Lewis, Human Resources Assistant
(202) 482-7200



National Capital Planning Commission
Attn: Human Resources
401 9th St., NW, Suite 500 North
Washington, DC 20004

All electronic submissions must be submitted and received by 11:59 Eastern Time **March 12, 2010**. All mailed résumés and/or supporting documents must be received by **March 12, 2010**.

What to Expect After You Apply:

After all application packages have been received, we will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the application package and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 60 days after the deadline for applications.

**Camille Lewis**

Phone: (202) 482-7200

Email: camille.lewis@ncpc.gov

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.