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# ATTORNEY- ADVISER (GENERAL)

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Secretary of Health and Human Services
Office of General Counsel

## Summary

This position is located in the Department of Health and Human Services, headquartered in Washington, District of Columbia.

**This is an Open Continuous announcement used to fill multiple vacancies. This announcement will remain open until the closing date. Applicant lists will be generated every two weeks with the first cut-off date of 10/15/2026. Additional cut-off dates will occur every two weeks thereafter. Applicants who apply after a cut-off date will be considered for the next referral.**

Learn more about this agency

## This job is open to

## Overview

Accepting applications

Open 10/01/2026 to 12/31/2026

### Location

Many vacancies in the following locations:

- San Francisco, CA
- Denver, CO
- Washington, DC
- Miami, FL
- Atlanta, GA

### Work site options

**The public**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

**Career transition (CTAP, ICTAP, RPL)**

Federal employees whose job, agency or department was eliminated and are eligible for priority over other applicants.

## Clarification from the agency

Open to All U.S. Citizens.

# Duties

**WHAT YOU'LL BE DOING DAY TO DAYDUTIES FOR OFFICE OF THE GENERAL COUNSEL:** The level of responsibility and complexity of assignments will vary by grade and may include:

- Researching, analyzing, and interpreting statutes, regulations, case law, administrative decisions, and legal precedents to resolve legal issues and develop recommendations supporting Department programs and operations.
- Providing legal advice, guidance, and recommendations on matters involving immigrant children, including unaccompanied children, program officials, managers, and other stakeholders regarding the interpretation and application of laws, regulations, policies, and agency authorities to support program operations and decision-making.
- Preparing and reviewing legal opinions, memoranda, regulations, notices, policy guidance, correspondence, briefs, motions, and other legal documents to ensure legal sufficiency and compliance with applicable laws and

**Telework eligible**
Yes — as determined by the agency policy.

**Remote job**
No

**Relocation expenses reimbursed**
No

**Salary**
$63,795 - $139,684 per year

The salaries listed reflect General Schedule (GS) base pay only; locality pay will be applied based on duty location

**Pay scale & grade**
GS 11 - 14

**Promotion potential**
14

Learn more about pay scale and grade

Pay scale and grade determines the salary of the job.

**Work schedule**
Full-time

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

**Appointment type**
Permanent

**Occupations and job series**
0905 Attorney

Department policies.

- Assisting with or providing legal support for administrative proceedings and litigation by preparing legal research, pleadings, briefs, affidavits, memoranda, and other litigation documents, and by coordinating with the Department of Justice and agency officials, as appropriate.
- Collaborating with Department leadership, program officials, attorneys, and external stakeholders to resolve legal issues, provide regulatory guidance, support negotiations, and advance agency priorities.
- Participating in the development, implementation, and evaluation of legal, regulatory, and policy initiatives by providing legal analysis, identifying legal risks, and recommending solutions that support Department objectives and ensure compliance with applicable laws and regulations.

**DUTIES FOR OFFICE OF REFUGEE RESETTLEMENT:** The level of responsibility and complexity of assignments will vary by grade and may include:

- Provides legal representation to unaccompanied alien children (UAC) in complex immigration matters and proceedings.
- Managing complex immigration cases involving UAC, including conducting client interviews; researching and analyzing immigration statutes, regulations, case law, and administrative precedent.
- Providing authoritative legal advice and guidance on matters affecting UAC and other ORR-served populations, and coordinates with ORR officials, Federal agencies, legal service providers, and other stakeholders to address complex legal issues involving immigration proceedings, access to legal services, and the care and custody of unaccompanied children.

**Supervisory status**
No

**Federal service type**
This job is in the Excepted Service

**Represented by a union**
No

**Drug test**
No

**Security clearance**
Other

**Position sensitivity and risk**
Moderate Risk (MR)

Jobs require a background check and some require a security clearance. The type depends on the job.

**Background check type**
Credentialing
Suitability/Fitness

**Financial disclosure required**
No

Some jobs require financial disclosure to identify conflicts of interests.

**Announcement number**
HHS-OGC-DE-27-13075564

**Control number**
887097200

# Requirements

## Conditions of employment

- U.S. Citizenship required
- Males born after December 31, 1959 must be registered or exempt from Selective Service - http://www.sss.gov
- Suitable for federal employment
- Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. All information concerning qualifications is subject to investigation.
- Documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System.
- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choice.
- All qualification requirements must be met by the closing date.
- Financial disclosure statement may be required.
- Probationary (or trial) period may be required.

# Qualifications

**WHAT WE ARE LOOKING FOR HHS - Wide Attorney Qualifications Requirements:**

**1. Education**: Must possess a Juris Doctorate (J.D.) or Bachelor of Laws (LL.B) from a school of law accredited by the American Bar Association. (Must provide transcripts prior to selection).

**2. Bar Membership**: Must possess a current active bar membership in good standing. Admission to the bar of any State, territory, Commonwealth of Puerto Rico, District of Columbia, or Federal Court is acceptable. Active bar membership is verified prior to appointment. Employees must maintain active bar membership while employed as an attorney with HHS. (Must provide a copy of active bar membership prior to selection).

**3. License to Practice Law**. A current, valid license with eligibility to practice law in a state, the District of Columbia, or

any United States territory or commonwealth is a continuing condition of employment for Federal attorneys.

**Additional experience may be required depending on starting grade level*:**

**GS-11:** Requires a J.D. or LL.B. and active bar membership. No prior professional legal experience is required.
**GS-12:** Requires a J.D. or LL.B., active bar membership, and **one** year of professional legal experience post bar admission equivalent to the GS-11 level.
**GS-13:** Requires a J.D. or LL.B., active bar membership, and **two** years of professional legal experience post bar admission, including one year equivalent to the GS-12 level.
**GS-14:** Requires a J.D. or LL.B., active bar membership, and **three** years of professional legal experience post bar admission, including one year equivalent to the GS-13 level.

**Documenting experience:** IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/YY to MM/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume.

**Do not copy and paste the duties, specialized experience, or occupational application questionnaire from this announcement into your resume as that will not be considered a demonstration of your qualifications for this position.**

In accordance with Office of Personnel Management policy, federal employees are assumed to have gained experience by performing duties and responsibilities appropriate for their official series and grade level as described in their position description. Experience that would not normally be part of the employee's position is creditable, however, when documented by satisfactory evidence, such as a signed memorandum from the employee's supervisor or an SF-50 or SF-52 documenting

an official detail or other official assignment. The documentation must indicate whether the duties were performed full time or, if part time, the "percentage of times" the other duties were performed. It is expected that this documentation is included in the employee's official personnel record. In order to receive credit for experience in your resume that is not within the official series and grade level of your official position, you must provide a copy of the appropriate documentation of such experience as indicated above.

Experience refers to paid and unpaid experience, including volunteer work done through national Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to gain employment. You will receive credit for all qualifying experience, including volunteer experience. If such experience is on a part-time basis, you must provide the average number of hours worked per week as well as the beginning and ending dates of the experience so it can be fully credited.

OPM Qualification General Policies Website

## Education

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: http://www.ed.gov.

## Additional information

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

## Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

Review our benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

# How you will be evaluated

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

You will be evaluated based on how well you meet the qualifications listed in this announcement. Evaluation will be based on your application materials (such as your resume and supporting documents), your responses to the application questionnaire, and the results of all required assessments.

**Resume Requirement**
Your resume must not exceed two (2) pages in length.

**Basic Qualification Question (If Applicable)**
As part of the application process, you must answer a question addressing whether you meet the Basic Requirement for this position, as described in this announcement.

**Minimum Qualification Question**
As part of the application process, you must answer a minimum qualification question addressing whether you meet

the Specialized Experience required for this position, as described in this announcement.

Your response must be supported by the experience documented in your resume. If your resume does not demonstrate the required Specialized Experience, you may be found not qualified.

**Assessment Process**

**USA Hire Technical Assessment**
You are required to complete a USA Hire technical assessment to evaluate the job-related knowledge, skills, and abilities required for this position.

**HR Resume Review**

Human Resource (HR) Specialists will review your resume to determine whether you meet the required Specialized Experience.

Applicants who successfully pass the assessment(s) may be referred to the Hiring Manager for consideration.

You must complete all required steps in the process, including submitting an application and resume and participating in the structured interview, to be considered for this position. ategory rating procedures will be used to rate and rank candidates. The category assignment is a measure of the degree in which your background matches the competencies required for this position. Qualified candidates will be ranked into one of three categories:

- Best Qualified - Applicants who have experience that is almost identical to those required by the position.
- Well Qualified - Applicants who have experience that is very similar to those required by the position.
- Qualified - Applicants who meet minimum qualification requirements, but do not identify any additional qualifying experience or skill. Candidates in the highest category will be referred to the hiring agency.

The Category Rating Process does not add veterans' preference points but protects the rights of veterans by placing them ahead of non-preference eligibles within each

category. Preference eligibles who meet the minimum qualification requirements and who have a compensable service-connected disability of at least 10 percent must be listed in the highest quality category (except in the case of scientific or professional positions at the GS-9 level or higher).

Veterans' Preference - https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/

You will be assessed on the following competencies (knowledge, skills, abilities, and other characteristics):

- Attention to Detail
- Customer Service
- Decision Making
- Flexibility
- Influencing/Negotiating
- Integrity/Honesty
- Interpersonal Skills
- Learning
- Legal Research
- Legal, Government and Jurisprudence
- Oral Communication
- Reasoning
- Self-Management
- Stress Tolerance
- Teamwork
- Written Communication

To preview the application questionnaire, click the following link:
https://apply.usastaffing.gov/ViewQuestionnaire/13075564

# Required Documents

**Additional selections may be made for similar positions**

**across the Department of Health and Human Services (HHS) within the local commuting area(s) of the location identified in this announcement. Clearance of CTAP/ICTAP will be applied for similar positions across HHS.**

Submission of a resume alone IS NOT a complete application. You must provide a complete online Application Package which includes:

- Your Resume. **Resumes must not exceed two (2) pages in length. Application requirements are clearly stated in this Job Opportunity Announcement. Failure to submit a resume and any other required documentation identified in this announcement will result in removal from further consideration.**
- Other Supporting Documents

Other Supporting Documents, as applicable:

- College transcript, if qualifying all or in part based on your education.
- Veterans' Preference:
  - Discharged Veterans:
    - 5 point preference: copy of DD Form 214, Certificate of Release or Discharge from the armed forces that supports dates of service and discharge status
    - 10 point preference: Application for 10-Point Veterans Preference (SF-15) and an official document dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, and/or any other associated documentation based on your preference
  - Active Duty Members: Under the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011, if claiming 5 point preference, submit written documentation from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is submitted with the application package
- PRL Documentation: Candidates must submit all

documents required to demonstrate that they meet the qualifications of the position

- If separated due to Reduction in Force (RIF):
  - Most recent SF-50, or equivalent, that shows position occupied; tenure; grade and step; salary; and full performance level
  - SF-50 showing Separation - RIF. If not available, submit official documentation of Reduction in Force (RIF) separation notice or a proposed removal/separation notice
  - Latest performance rating showing rating score
- If separated due to Compensable Injury:
  - Most recent SF-50, or equivalent, that shows position occupied; tenure; grade and step; salary; and full performance level
  - SF-50, which shows separation, or SF-50 showing acceptance of position at a lower grade or pay level in lieu of separation
  - Notification from the Office of Workers' Compensation Programs, Department of Labor, that injury compensation benefits have ceased or will cease
  - Latest performance rating and rating of record (if separate documents) showing rating score

- CTAP/ICTAP
  - RIF separation notice, notice of proposed removal for failure to relocate, notice of disability annuity termination, or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement
  - SF-50, showing positions, grade level, and duty location, and/or Agency certification of inability to be placed through RPL, etc
  - Latest performance appraisal including rating
  - Documentation from your agency showing current promotion potential
- Military Spouse Documentation Overseas Military Spouse: Copy of Military sponsor's PCS orders and a valid

marriage certificate or other documentation verifying marriage. If applicable, a copy of most recent SF-50

- Certain Military Spouse: For all categories below, a valid marriage certificate or other documentation verifying marriage. Additional supporting documentation requirements differ for each category
  - Spouse of a service member on active duty, you are required to submit a copy of the service member's current orders or a Statement of Service letter. The Statement of Service must be signed by the adjutant, personnel officer, or commander of the service member's unit or higher headquarters, AND the Statement of Service letter must include dates of active-duty service. For current federal employees, submit a copy of the most recent SF-50
  - Spouse of a service member who incurred a 100% disability because of the service member's active duty service, you are required to submit a copy of your spouse's DD-214 and a copy of documentation from the Department of Veteran's Affairs or the Department of Defense indicating the service member has a disability rating of 100% due to a service connected disability
  - Spouse of a service member who was killed while on active duty, submit a copy of the spouse's DD-1300 documenting the service member was killed while on active duty and a statement certifying that you have not remarried

Official documents are not required at this time; copies are sufficient; may be requested upon selection.

## 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.

# How to Apply

## Agency contact information

### HHS HELPDESK

**Email**
ASKOHR@hhs.gov

**Address**
*Office of the General Counsel*
*200 Independence Avenue, S.W.*
*Washington, DC 20201*
*US*

## Next steps

# Fair and transparent

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

- Criminal history inquiries
- Equal Employment Opportunity (EEO) Policy
- Financial suitability
- New employee probationary period
- Privacy Act
- Reasonable accommodation policy
- Selective Service
- Signature and false statements
- Social security number request

# Additional locations

- **Atlanta, GA**
- **Chicago, IL**
- **Boston, MA**
- **Kansas City, MO**
- **New York, NY**
- **Philadelphia, PA**
- **Dallas, TX**
- **Houston, TX**
- **Salt Lake City, UT**
- **Seattle, WA**

USAJOBS is a United States Office of Personnel Management website.