



## PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

WASHINGTON, D.C. 20427

### **POSITION DESCRIPTION ATTORNEY-ADVISOR GS-0905-13 -15/6**

**JOB TITLE:** Attorney Advisor

**AGENCY:** Privacy and Civil Liberties Oversight Board ("PCLOB")

**SALARY RANGE:** \$92,145.00 - \$149,432.00

**SERIES/GRADE:** GS-0905-13 - 15/6

**POSITION INFORMATION:** Full-Time – Excepted Service

**DUTY LOCATION:** Washington, DC

**WHO MAY APPLY:** United States Citizens

**SECURITY CLEARANCE:** Top Secret/SCI (applicants need not currently hold a clearance)

**SUPERVISORY STATUS:** No

**CLOSING DATE:** April 15, 2016

#### **JOB SUMMARY:**

The Privacy and Civil Liberties Oversight Board (the "Board") is an independent agency within the Executive Branch established by the Implementing Recommendations of the 9/11 Commission Act, signed into law in August 2007. The mission of the Board is to ensure that efforts by the executive branch to protect the nation from terrorism are appropriately balanced with the need to protect privacy and civil liberties. The Board carries out this mission by conducting oversight and providing advice regarding counterterrorism authorities and activities.

Attorney-Advisors assist the Board in carrying out its oversight and advice functions regarding federal counterterrorism matters. The responsibilities of the position frequently require the incumbent to address extremely complex, sensitive, and difficult legal and policy questions and factual issues involved in interpreting and applying legislation, regulations, orders, decisions, and opinions. Issues in incumbent's field of responsibility frequently will have significant impact on the public, and on agency operations.

Incumbent's responsibility in all matters requires a keen sense of fairness, good judgment, and an ability to assist the Board in dealing in an evenhanded manner with the widely divergent and often extremely sensitive matters that may arise. Many of the cases and problems involve little or no established precedent, may present delicate legal or factual situations, and may involve important Constitutional principles.

**\*\*\*Note: The Board is currently located at 2100 K Street, NW, Washington, DC. In the fall of 2016, the Board will be relocating its offices, moving first to interim space located in College Park, Maryland. In early 2017, once the Board's new offices are ready, the agency will then move to 1120 Vermont Avenue, NW, Washington, DC. \*\*\***

### **POSITION DUTIES:**

Serves as an Attorney-Advisor for the Privacy and Civil Liberties Oversight Board. As such, performs a variety of duties in pursuit of the Board's mission. Work is normally assigned by the Executive Director. Incumbent has considerable latitude in problem identification, work prioritization, and methodology. The incumbent works independently as an authority in the assigned areas, is expected to analyze and develop ways to approach complex issues and problems, and is required and authorized to make definitive recommendations for Board review and consideration. Completed work is reviewed for quality of legal analysis, effectiveness of presentation, and consistency with agency policy.

**RELOCATION AUTHORIZED:** No

### **KEY REQUIREMENTS:**

- U.S. Citizenship,
- Resume and/or supporting documentation (*see* How to Apply),
- Must have a law degree accredited by the American Bar Association,
- Must be able to obtain a Top Secret/SCI clearance, and
- You will be required to serve a two-year trial period.

### **SUMMARIES OF DUTIES**

The purpose of this position is to serve as the full-time professional Attorney-Advisor for the Privacy and Civil Liberties Oversight Board. The incumbent shall assist the Board to review and analyze federal counterterrorism programs or other activities pursuant to its mission to ensure that both existing and proposed programs adequately safeguard privacy and civil liberties. This includes investigating the operation of programs, conducting legal research and analysis, and evaluating policy implications of existing and proposed programs and making recommendations to the Board. The incumbent shall also act as a

legal advisor responsible for the formulation of policy; legal initiatives; and a full spectrum of expert legal advice.

The incumbent shall be responsible for advising on the legal, factual and policy aspects of interpretation and implementation of legislation, regulations, decisions, and opinions associated with emerging technologies or highly sensitive activities as part of the Board counterterrorism oversight and advice functions.

As an Attorney Advisor to the Board you will:

- Serve as an attorney under limited supervision and provide legal expertise on complex investigations and/or reviews;
- Prepare memoranda on legal issues and make appropriate recommendations to the Board;
- Respond in writing and orally to inquiries from Members of the Board regarding the status of investigations and/or reviews, legal research and analysis, and policy implications of existing and proposed programs and making recommendations to the Board;
- Assist the Board by conducting legal research, checking legal citations, and reviewing and analyzing arguments and information;
- Assist the Board in reviewing and analyzing federal counterterrorism programs pursuant to its mission to ensure that both existing and proposed programs adequately safeguard privacy and civil liberties;
- Advise and assist in the identification of issues and recommendations by providing legal advice, conducting research, and carrying out investigations, as required;
- Analyze privacy and civil liberties-related issues, national security and counterterrorism laws within the general range of areas the incumbent is responsible;
- Assist in drafting Board reports evaluating counterterrorism programs and other Board reports to the President, Congress and the public, as well as drafting congressional testimony, letters, and other documents to carry out the Board's advisory responsibilities;
- Represent the Board in interactions with officials from other departments and agencies of the Federal government, the private sector, and non-governmental organizations, as required; and
- Assist with other legal and compliance requirements relating to the Board's status as a federal agency.

#### **GENERAL - SPECIALIZED EXPERIENCE:**

All applicants must have one ("1") year of general experience and three to five ("3" to "5") years of specialized experience based on the grade level for which applying. General experience is defined as professional legal experience of a broad, general nature, not requiring specialization or expertise in a specific area or type of law.

## **QUALIFICATIONS REQUIRED:**

If your resume does not demonstrate how you meet the GENERAL-SPECIALIZED experiences, and OTHER requirements, you may lose consideration for this position. In order to receive consideration the applicant:

1. Must possess a law degree ("J.D.") from a law school accredited by the American Bar Association ("ABA"). Qualifying education must have been obtained from an accredited college or university recognized by the Department of Education.
2. Must currently be an active member in good standing of the bar of a state, territory, the District of Columbia, the Commonwealth of Puerto Rico or a federal court of general jurisdiction.
3. Must have strong writing skills, including legal writing and writing for general audiences.
4. Must have strong legal research and investigative skills.
5. Must be able to obtain a Top Secret/SCI security clearance.

## **PREFERRED QUALIFICATIONS:**

1. Have a Top Secret or Top Secret/ SCI clearance,
2. Have some experience addressing privacy and civil liberties issues, either in government or in the private sector and/or some knowledge of national security law,
3. Experience working in the Intelligence Community or otherwise working in or on counterterrorism-related programs,
4. Some trial experience or experience leading investigations/inquiries, and
5. Demonstrated ability to work in a bipartisan environment.

## **HOW TO APPLY INSTRUCTIONS:**

Your application must be received by 11:59 p.m. ET on the closing date of this announcement. To begin your online application, send complete application packages to [jobs@pclob.gov](mailto:jobs@pclob.gov). Please see the "Required Documents" section for the full description of a complete application package.

## **REQUIRED DOCUMENTS:**

1. **Your resume.**
2. **Cover letter.**
3. **Writing Sample.** All applicants will be required to submit a recent writing sample (5-15 pages in length) relevant to the position.
4. **References.** All applicants must submit three to five professional references.