

The United States Department of Health and Human Services (HHS) is the federal government's principal agency for protecting the health of all Americans and providing essential human services. For more information about the Department's mission, please visit the HHS website at <http://www.hhs.gov>. The HHS Office of the General Counsel (OGC) in Region 5 (Chicago) seeks one or more licensed attorneys committed to supporting the development and implementation of the HHS programs by providing comprehensive legal services to the Secretary of HHS and the Department's various agencies and divisions. For additional information about OGC's mission, please visit our website at <http://www.hhs.gov/ogc>.

A collegial office comprising twenty-seven (30) attorneys and five support staff, attorneys in the Chicago office are expected to work independently and as a team with approximately 600 OGC colleagues around the nation. The incumbent of this position will provide legal advice and litigation services to the agencies within HHS Region 5, particularly the Centers for Medicare & Medicaid Services, the Indian Health Service, the Administration for Children and Families and the Office for Civil Rights. For this position, we especially prefer applicants who demonstrate exemplary legal writing and oral advocacy abilities, possess excellent interpersonal skills, and display a capacity to work with diverse individuals and groups.

The Office of the General Counsel of the U.S. Department of Health and Human Services (HHS) seeks to fill one or more attorney positions in our Chicago office. We anticipate that these positions will be filled at Grades 11 through 14 **Announcement Number 03062024A** (salary range from approximately \$71,697 - \$120,755 annually), depending on experience and other qualifications or at the GS-15 grade **Announcement Number 03062024B (\$160,458 - \$191,900)**. To be considered at the GS-15 grade, you must also **have at least five years of experience after law school as a practicing attorney. Proof that bar status is active, in good standing and eligible to practice in the highest court of a State, U. S. commonwealth, U. S. territory, or the District of Columbia.**

The attorneys in this office provide advice and counsel to the Secretary of Health and Human Services and to the various agencies comprising HHS. The majority of our work involves administrative and court litigation with an increasing emphasis on preventing fraud and abuse, and enforcing regulatory requirements to ensure the health and safety of program beneficiaries. We have also provided advice and counsel on a number of COVID-19 related matters. Candidates possessing strong academic credentials and having a special interest in litigation, health care law and an enforcement practice are especially encouraged to apply.

To be considered, interested candidates should provide a cover letter of no more than 950 words that discusses each of the following competencies:

1. General Legal – Writing ability, analytical and problem-solving skills, and experience preparing legal briefs and/or memoranda;

2. Litigation – Litigation experience before Federal trial and appellate courts and/or administrative bodies;
3. Laws and Regulations – Experience in applying statutes, regulations, and policies; and
4. Client Advice and Relationships– Experience providing oral and written advice and ability to relate effectively with clients.

Candidates should also send a resume and a writing sample of no more than 15 pages. Individuals, including third-year law students, who have graduated from law school within the last five years should also send a copy of their law school transcript. Interested individuals should promptly submit their materials as the position will be filled as soon as an exceptional candidate is identified; however, we will make every effort to consider applications received by April 8, 2024. These materials should be emailed to RegVHiringCommittee@hhs.gov. All interviews will be conducted virtually. If you have any questions, please contact Alana Epkins at 312-886-1709.

HHS is an equal opportunity employer. A background investigation will be conducted on any applicant who is selected and successful completion of that process will be a precondition for final hiring.

Desired Skills & Experience

You must possess a Juris Doctorate (or be in your third year of law school) from an accredited ABA law school. If you already possess a J.D., you must have been admitted to a bar in one of the highest courts of a State, U. S. Commonwealth, U.S. territories, or the District of Columbia and be in good standing.

Position Type

- Full Time

MBA or Law School Class Levels

- 3L
- LLM
- Alumni/Graduates

Compensation

GS 11 - 14: \$80,994 - \$136,414

GS 15 : **\$160,458 - \$191,900**

Additional Documents

- Cover Letter
- Other
- Transcript
- Writing Sample

· Announcement Number, if applying for both, they must be under separate cover
Settings

How Candidates Apply

Direct applicants to an external site to apply: RegVHiringCommittee@hhs.gov

For this position, we especially prefer applicants who demonstrate exemplary legal writing and oral advocacy abilities, possess excellent interpersonal skills, display a capacity to work with diverse individuals and groups, and have a passion for public service. Candidates should possess strong academic credentials and have experience or a special interest in litigation, health care law and/or regulatory enforcement. Each applicant must be an accredited ABA law school graduate or a licensed attorney who is admitted to practice law in the highest court of any state, territory of the United States, or a federal court and is in good standing. Applicants with a law degree who have not passed the bar may be hired as a Law Clerk and converted to the Assistant Regional Counsel position upon passing the bar. If hired as a Law Clerk, admission to the bar must be completed within 14 months of the date of appointment to the position.

APPLICATION COMPONENTS:

To be considered, interested candidates should provide the following:

1. a cover letter of no more than three pages that states where you found this posting and highlights your experience in these areas:
 - General Legal Analysis – Writing ability, analytical and problem-solving skills, and experience preparing legal briefs and/or memoranda;
 - Litigation – Experience before Federal trial and appellate courts and/or administrative tribunals;
 - Interpreting Laws and Regulations – Experience in applying statutes, regulations, and policies; and
 - Client Advice and Relationships – Experience providing oral and written advice and ability to relate effectively with clients;
2. A resume
3. a writing sample of no more than 25 double-spaced pages:
 - A brief, motion, memo or other document that persuasively argues a position and/or demonstrates strong legal analysis and reasoning is preferred;
 - The sample should represent your own work to the extent possible;
 - Include a short cover statement explaining the context of the sample and/or your role in the writing process, including the extent to which the writing sample was subject to revision or edits and by whom;
4. a copy of your law school transcript for individuals who graduated from law school in 2019 or

Interested individuals should promptly submit their materials as the position will be filled as soon as an exceptional candidate is identified; however, we will make every effort to consider applications received by April 9, 2024. These materials should be emailed to RegVHiringCommittee@hhs.gov. Please include the vacancy number of the position that you would like to be considered. Should you be invited for an interview, all interviews will be conducted virtually.

CONDITIONS OF EMPLOYMENT:

- The candidate must maintain active bar membership in good standing and the eligibility to practice law in the highest court of a state, territory, Commonwealth, or the District of Columbia throughout employment in the Office of the General
- Upon final job offer from HHS Office of Human Resources (OHR), the successful candidate must submit an official law school
- **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.
- **E-Verify:** If you are selected for this position, the 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" Federal law requires DHS to use the E-Verify System to verify employment eligibility of all new hires and as a condition of continued employment obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system. The U.S. Department of Health and Human Services is an E-Verify Participant.
- **Direct Deposit:** All Federal employees are required to have Federal salary payments made

by direct deposit to a financial institution of their choosing.

- All qualification requirements must be met by the closing date of the
- Financial disclosure statement may be
- Two-year trial period may be
- Travel, transportation, and relocation expenses will not be

OGC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. OGC is also committed to compliance with all fair employment practices regarding citizenship and immigration status.