

U.S. Department of Health and Human Services
Office of the General Counsel
Legislation Division - Washington, DC

Attorney Advisor, GS 11/12/13

The Office of the General Counsel, U.S. Department of Health and Human Services (HHS), is seeking applications from interested lawyers, including graduating law students and recent law school graduates, to fill an attorney position in its Legislation Division.

The Legislation Division provides legislative legal services to HHS with respect to the full range of HHS agencies and programs, notably including health care reform and health information technology (HIT); Medicare, Medicaid, and CHIP; public health agencies including CDC, FDA, HRSA, NIH, and the Indian Health Service; emergency preparedness and response; and human services programs including TANF, Head Start, Older Americans, domestic and international child support enforcement, and domestic programs for refugees, trafficking and torture victims, and unaccompanied alien children. Legislation Division staff attorneys each have a portfolio including a range of HHS programs, and are responsible, with respect to those programs, for legislative drafting, legislative legal advice to HHS clients, and legal support and representation for those clients in negotiations within the Executive Branch and with the Congress on legislative and Congressional oversight matters.

Candidates must have strong writing, oral, and analytical skills. Particularly since much of the Division's work product is intended to become law or to express legislative intent, precision, clarity, and grammatical correctness of written work is essential. In addition, since much of the work involves sensitive internal and external negotiations, a candidate must have good negotiating skills and the ability to work collaboratively with other attorneys in HHS and with staff of HHS components, as well as with staff of Congressional committees, and with counterparts throughout the Executive Branch.

We anticipate filling the position at the GS-11 to GS-13 grade level, depending on the experience of the person selected. The current annual salary range (including locality adjustment) for those grades in the Washington, DC area is from \$62,467 to \$115,742. Reimbursement for relocation expenses is not available.

Interested candidates should send their resumes (including current salary), references, law school transcript, and a legal writing sample. Application materials should be addressed to Sondra Stigen Wallace, Associate General Counsel for Legislation, U.S. Department of Health and Human Services, and should be e-mailed to osgclresumes@hhs.gov or sent by regular mail to Room 435-G, Hubert H. Humphrey Building, Washington, DC 20201. **To ensure consideration, complete applications including all required materials must be received by April 12, 2010.** The selected applicant will be required to submit additional materials prior to appointment.

HHS is an equal opportunity employer.

March 19, 2010.