



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

ATTORNEY ADVISOR POSITION

The Conference encourages lawyers who may be interested in serving as an attorney advisor to send a brief letter, accompanied by a resume and transcript (official or unofficial), expressing their interest and identifying the approximate date on which they would be available to start. (The Conference welcomes expressions of interest from lawyers who hold fixed-term positions—such as judicial clerkships and academic fellowships—that may not end in the near future.) Letters should be addressed to Reeve T. Bull, Research Chief, and emailed to info@acus.gov.

ABOUT THE CONFERENCE

The Conference is an executive branch agency whose principal mission is to conduct empirical research and recommend improvements to administrative procedure and related matters to the President, federal agencies, Congress, and the federal judiciary. The Conference also assists individual agencies in improving administrative programs, publishes sourcebooks of enormous value both to the government and public, and provides nonpartisan advice to other agencies and Congress. Most of the research for the Conference is conducted by distinguished academics in law and related disciplines. For additional information, please visit www.acus.gov.

JOB DUTIES

Attorney advisors are responsible for researching and analyzing legal issues involving agency adjudication, rulemaking, collaborative governance, agency administration and management, judicial review of agency action, and related matters. Specific duties include: identifying appropriate subjects for reports and recommendations through extensive research and analysis; drafting research reports; working with outside consultants in preparing reports and recommendations; serving as staff counsel to one of the Conference's committees; preparing workshops and similar events; presenting research findings to the Conference's members; speaking at meetings of the Conference, professional associations, and law schools about the Conference's work; and assisting with the implementation of the Conference's recommendations. Opportunities may arise for the attorney advisor to submit his/her written work for publication.

QUALIFICATIONS

An applicant must hold a law degree from an accredited school, be a member in good standing of the bar in one of the 50 states or the District of Columbia, possess outstanding analytical and writing abilities, and work well in a collaborative environment. A background in administrative law or a related field is preferred. It is only in exceptional circumstances that the Conference will hire a lawyer directly out of law school.

COMPENSATION

The attorney advisor will be compensated as a GS-11, GS-12, or GS-13, depending on relevant work experience and current pay. Information on compensation under the 2017 General Schedule (GS) can be found at the website of the Office of Personnel Management (www.opm.gov). Compensation will also include federal health, retirement, and leave benefits.

December 30, 2016