



## ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

### ATTORNEY ADVISOR POSITION AVAILABLE

The Administrative Conference of the United States is accepting applications from lawyers with at least one year of full-time, post-law school experience to serve as an attorney advisor at the Conference's office in Washington, DC, beginning on a date mutually convenient for the Conference and the applicant. The Conference welcomes applications from candidates who hold fixed-term positions (whether as law clerks, fellows, or otherwise) that do not end until mid-2016. The length of experience for candidates who hold such fixed-term positions will be measured from the date on which the position is scheduled to end. **The deadline for applying is January 15, 2016.**

#### 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 about the Conference, please visit [www.acus.gov](http://www.acus.gov).

#### JOB DUTIES

The attorney advisor will be 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, satisfy the job-experience requirement noted in the introduction, possess outstanding analytical and writing abilities, and work well in a collaborative environment. A background in administrative law or a related field is preferred.

## **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 2015 General Schedule (GS) can be found at the website of the Office of Personnel Management ([www.opm.gov](http://www.opm.gov)). Compensation will also include federal health, retirement, and leave benefits.

## **APPLICATIONS**

Applicants should email a cover letter, resume, transcript, and writing sample (preferably as a single PDF file) to Matthew Wiener, the Executive Director of the Conference, at [info@acus.gov](mailto:info@acus.gov), no later than January 15, 2016. For questions about the submission of applications, please contact Abigail Price, Executive Assistant, at [aprice@acus.gov](mailto:aprice@acus.gov).

(December 11, 2015)