



Vacancy Information

Announcement Number: CNS-14-069

Position Title: Deputy General Counsel

Open Period: July 15, 2014-July 29, 2014

Pay Plan, Series, and Band: NX-0905-01

Annual Salary: \$145,000 – \$150,000 per Annum

Office and Duty Location: Department of the CEO, Office of General Counsel,
Washington, D.C.

Announcement is Open to: Current, Permanent (or status) CNCS Employees Only

Relocation: Relocation expenses will not be paid.

Position Information: Full-time, General Appointment

Duties and Responsibilities:

QUALIFICATION REQUIREMENTS

Applicants must have one year of specialized experience comparable in scope and responsibility to at least the upper range of the NY-04 pay band, which would be at or equivalent to, the GS-14 level in the Federal Service. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of qualifying specialized experience are providing legal support and advice to others on a range of legal matters involving programs, functions, and activities of an organization.

AND

In addition to the above, you must be a graduate from a full course of study in a School of Law accredited by the American Bar Association and a member in good standing of the bar of a State or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

PLEASE NOTE: Experience must be clearly documented in your resume or other application documentation.

JOB SPECIFIC NARRATIVES

(You are required to provide a written submission of your response to the below narrative in no more than 500 words).

- Explain why you are applying for this position and describe any relevant experiences you have had that qualify you to succeed in this position.

HOW TO APPLY

Please submit the following:

- Cover Letter (Optional)
- Resume (Required)
- Narrative Responses (Required)

Your complete application package must be emailed to bdavis@cns.gov, and received by 11:59 p.m. on **Tuesday, July 29, 2014**. Incomplete applications will not be considered.

For additional information regarding this position, please call Beverly Davis on (202) 606-6653.

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking, if appropriate. Incomplete applications will not be considered. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the final outcome via email.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (CNCS) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. CNCS may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with CNCS.