
Attorneys — in the Federal Service

Attorney positions in the Federal Government are in the excepted service, typically under an appointment called "Schedule A". By being in the excepted service, attorney positions are not covered by regular civil service hiring procedures. Agencies may hire for attorney positions directly without conducting examinations or coming to the U.S. Office of Personnel Management (OPM) for lists of eligible applicants.

QUALIFICATIONS

Virtually all Federal agencies have attorney positions, with many requiring specializations. Because of this, agencies are responsible for setting qualification requirements for attorney positions. Generally, an LL.B or J.D. degree and membership in a State bar are required. The entry level grade is usually GS-9, but those with experience may qualify for higher grades.

HOW TO FIND OUT ABOUT JOB OPENINGS

Contact directly the Federal agency for which you want to work. Agencies hire attorneys directly, without going through OPM for a list of eligible applicants. Local Federal agency addresses may be found in your local telephone directory under "U.S. Government." Agencies also recruit through career resource centers on college and university campuses.

— OR —

USAJOBS, the Federal Government's Employment Information System, provides worldwide job vacancy information, employment information fact sheets, job applications and forms, and has on-line resume development and electronic transmission capabilities. In many instances, job seekers can apply for positions on-line. **USAJOBS** is updated every business day from a database of more than 16,000 worldwide job opportunities. **USAJOBS** is available to job seekers in a variety of formats, ensuring access for customers with differing physical and technological capabilities. It is convenient, user friendly, accessible through the computer or telephone and available 24 hours-a-day, 7 days-a-week.

USAJOBS consists of:

INTERNET - The official world wide web site for jobs and employment information, may be accessed at <http://www.USAJOBS.opm.gov>.

On the web site, job seekers can access worldwide current job vacancies, employment information fact sheets, applications and forms, and in some instances, apply for jobs online. Complete job announcements can be retrieved from the web site. The **USAJOBS** web site also has an **Online Resume Builder** feature. Using the resume builder, job seekers can create online resumes specifically designed for applying for Federal jobs. Resumes created on the **USAJOBS** resume builder can be printed from the system for faxing or mailing to employers; and saved and edited for future use. For many of the vacancies listed on the site, job seekers can submit resumes created through **USAJOBS** directly to hiring agencies through an electronic submission process.

AUTOMATED TELEPHONE SYSTEM - An interactive voice response telephone system which can be reached at 703-724-1850 or TDD 978-461-8404. By telephone, job seekers can access worldwide current job vacancies, employment information fact sheets, and applications and forms, and in some instances, apply for jobs by phone.



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OTHER OPPORTUNITIES FOR ATTORNEYS

ADMINISTRATIVE LAW JUDGES - Several agencies employ Administrative Law Judges (ALJs) to conduct formal hearings. There are over 1,300 ALJs in the Federal Government; with Social Security Administration being the largest. To qualify, you must have at least 7 years' experience as an attorney.

OPM conducts a competitive examination to fill ALJ positions for all agencies. To request an application packet, please contact OPM's Office of Administrative Law Judges on (202) 606-0810.

RELATED OCCUPATIONS - There are a number of occupations in the civil service for which a law degree and/or legal experience are qualifying and valuable, but not necessarily required. Examples include, but are not limited to:

- Paralegal Specialist (series 0950);
- Hearings and Appeals Specialist (series 0930);
- Contract Specialist (series 1102);
- Labor Relations Specialist (series 0233); and
- Estate Tax Examiner (series 0920).



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