

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE GENERAL COUNSEL
ETHICS DIVISION**

**ETHICS ADVICE AND FINANCIAL DISCLOSURE BRANCH
ADVICE SECTION
Attorney-Adviser GS 11/12/13/14**

The Office of the General Counsel of the Department of Health and Human Services (HHS) is seeking to fill an attorney position (GS 11/12/13/14) for its Ethics Division, which provides legal services involving federal criminal conflict of interest statutes, standards of ethical conduct regulations, financial disclosure requirements, procurement integrity provisions, and Hatch Act political activity restrictions. Ethics Division attorneys work closely with the White House Counsel's Office and the Office of Government Ethics in clearing new Presidential appointees in the Senate confirmation process and also provide, in consultation with state bar authorities, guidance on legal ethics and professional responsibility issues. Although the position will have generalist ethics responsibilities, the position will be focused on providing these services to a principal client agency, the Indian Health Service (IHS). The duty station for the position will be at the HHS headquarters in Washington, D.C. The individual selected to advise IHS occasionally may be assigned to work for one or more days each week in Rockville, Maryland.

Candidates must have strong writing, oral, and analytical skills. Knowledge of ethics law, professional responsibility, political activity, campaign finance, procurement integrity, the law involving federal programs available to Indian tribes, or related subjects is preferred, but recent law graduates and other attorneys with interest and/or experience in the subject matter will be considered. Salary currently ranges from \$58,206 to \$127,442, depending upon experience.

Applicants initially should indicate interest in the position by forwarding an e-mail message that refers to the job title and grades indicated above to Linda.Conte@hhs.gov. The message should provide information as to current experience, position and grade or salary. By **May 23, 2008**, applicants also must send hard copies of: (1) a letter summarizing relevant experience; (2) a résumé; (3) a list of references; (4) a copy of the applicant's state bar card or a certificate of good standing from all jurisdictions in which the applicant holds an active license to practice law; (5) law school transcripts (required only if the applicant has graduated within the last five years); and (6) writing samples to Edgar M. Swindell, Associate General Counsel, Attention: Linda Conte, HHS/OGC/Ethics Division, Room 710-E, Hubert H. Humphrey Building, 200 Independence Ave., S.W., Washington, D.C. 20201. The selected applicant will be required to file prior to appointment an SF 85P, Questionnaire for Public Trust Positions, and within thirty (30) days of entrance on duty an OGE 450 Confidential Financial Disclosure Form. HHS is an equal opportunity employer.

April 24, 2008