U.S. FOOD & DRUG ADMINISTRATION

Attorney Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Office of the Commissioner (OC)
Office of the Chief Counsel (OCC)
Silver Spring, MD

Application Period: This announcement will be open from: **2/6/2026** to **6/6/2026**.
Who May Apply: U.S. Citizens or U.S. Nationals.
Position Information: Attorney, GS-0905-11, 12, 13, or 14
Full Performance Level: The attorney position's full performance level is a GS-14, based on meeting the qualifications for the position.
Salary: **GS-11 to GS-14 salary range** is from $85,447 to $187,093 (includes locality for the DMV area; Silver Spring, MD location)
Location: Silver Spring, MD
Travel Requirements: May be required for less than 20%
Work Schedule: Full Time
Remote Work or Telework: May be offered as determined by the agency policy.
Appointment Type: This position is being filled in accordance with 5 CFR 213.3102(d) and is in the excepted service.
Relocation Expenses Reimbursement: No

Introduction
This position is located in the Office of the Chief Counsel, Office of the Commissioner, Food and Drug Administration, Silver Spring, MD. The Office of the Chief Counsel is looking for attorneys with a demonstrated interest in public service and any of the following areas: administrative law; litigation; the regulation of animal drugs; the regulation of food; the regulation of medical products; or the regulation of tobacco products. Our attorneys' work has an immediate impact on public health and law across the country. Candidates must have a record of strong academic achievement, along with outstanding legal research, writing, oral, and analytical skills, and be adept at working with and advising clients.

Duties/Responsibilities
As an attorney, you will:

- Research difficult and complex problems and cases concerning interpretation, application, and enforcement of program statutes, rules, and regulations.
- Assimilate and apply legal principles and guidance contained in case law, program rules, regulations, and similar materials.
- Provide legal advice, guidance, and assistance to program officials, agency personnel and others in such areas as: specific regulatory problems, issues, and actions; development of modified and new program regulations and guidelines; etc.

- Evaluate program specifications for regulations; drafts regulations, notices, and other documents; and prepare legal memoranda in areas which may involve little or no precedent.
- Assist, in conjunction with the Department of Justice (DOJ), the preparation of litigation motions, briefs, supporting memoranda, and affidavits.

Qualifications

Specialized/Legal Experience. Specialized/legal experience is experience that equips the applicant with the particular knowledge skills, 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.

Below are the qualification requirements:

Grade Level	J.D. or LL.B.	Bar Membership	Legal Experience Requirements
GS-9 and GS-11 (Attorney)	Required	Required	None
GS-12 (Attorney)	Required	Required	1 year of professional legal experience post bar admission equivalent to the GS- 11 level
GS-13 (Attorney)	Required	Required	2 years of professional legal experience post bar admission, with one year of experience equivalent to the GS-12 level
GS-14 (Attorney)	Required	Required	3 years of professional legal experience post bar admission with one year of experience equivalent to the GS-13 level

For Attorneys. At the discretion of the General Counsel, one (1) year of legal experience may be credited if an Attorney applicant possesses any one or combination of the following special qualifications:

1. One year of post-law school graduate law study (Full-time or equivalent) related to position for which the candidate is being considered (LLM, combined JD/MPH, combined JD/MBA, or equivalent);
2. One year experience serving in a legal fellowship related to the position for which the candidate is being considered;
3. One year of significant non-legal work experience in a field related to the position for which the candidate is being considered (e.g., working with a Federal Acquisition Regulation, or Equal Employment Opportunity regulations, or other work experience directly applicable to the work of the position for which the candidate is being considered);
4. One year of post-law school judicial clerkship experience (full-time or equivalent);
5. Outstanding academic experience and achievement, to include awards, recognitions and honors bestowed by an academic institution; participation in a clinical program with limited practice of law (typically in third year) or community service legal clinic; participation in moot court and/or other similar competitions (e.g., negotiation, mock trial, client counseling, appellate advocacy, writing, etc.);

completion of specialized certificate/curriculum programs designed to build and enhance critical professional legal skills (such as Pathways to Success Professionalism, Health Law and Policy, Indian Law, Employment Law, Trial Advocacy).

Education Transcripts

Applicants must submit official or unofficial law school transcripts. Transcripts and relevant coursework may be reviewed as part of the overall evaluation process to assess academic achievement and subject-matter foundation relevant to the duties of the position. Academic performance will be considered in conjunction with experience, demonstrated competencies, writing samples, and interviews, and will not be the sole basis for selection.

Electronic Transcript Caution: If you have obtained your transcripts electronically, the file might contain security measures that could prevent our application system from reading the file. ***See How to manage documents for tips on submitting your paper-based documents.***

FOREIGN EDUCATION

Applicants using part, or all of their education completed outside of the U.S. to meet the qualification requirements, must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the U.S. Some positions require the completion of specific courses or a specified number of credit hours. Therefore, the foreign credential evaluation should provide information similar to that of an official transcript, to include a list of the courses taken, quarter and/or semester hours awarded, the cumulative grade point average (GPA), honors received, if any, date degree awarded. Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services listed below:

1. National Association of Credential Evaluation Services (NACES)
2. Association of International Credentials Evaluators (AICE)

Credential evaluations are not free, and applicants are responsible for the cost of the selected service. See the U.S. Department of Education for more information.

Veterans Preference

OpDivs/StaffDivs must ensure veterans' preference provisions are followed in accordance with 5 CFR §302.101(c).

Traditional rating and ranking of applications and veterans' preference does not apply to the attorney selection process. This means veterans do not receive selection entitlement; however, veteran status will be considered as a positive factor.

How You Will Be Evaluated:

Your resume, transcript, writing sample and cover letter will be reviewed to see if you possess the following competencies (knowledge, skills, abilities and other characteristics). You need not respond to the KSA's separately, but your resume should contain sufficient information to demonstrate possession of these competencies. ***Please follow all instructions carefully. Errors or omissions may affect your eligibility.***

1. Legal Jurisprudence and research
2. Written communication

3. Oral communication
4. Analytical and evaluative skills
5. Interpersonal skills

All eligible and qualified candidates will be referred to the hiring manager for further consideration.

If referred to the hiring manager for consideration, you may be further evaluated based on: an interview, review of requested work samples, writing samples, most recent performance evaluation(s), or professional references; or, results of an oral presentation or work-related test. Failure to comply with any of the additional requirements will result in removal from further consideration.

How to Apply:

Send an email to OCHiringActions@fda.hhs.gov with the following items:

1. **Resume**: At a minimum, your resume should list:
   - For each position: title, employer name, start and end dates (including month and year, e.g., June 2021 to June 2022), hours per week, and a list of duties performed or accomplishments.
   - Veterans' preference eligibility: Indicate if you are claiming Veterans' preference (Yes or No), though as stated above, traditional rating and ranking of applications and veterans' preference does not apply to the attorney selection process. This means veterans do not receive selection entitlement; however, veteran status will be considered a positive factor.
2. **Law school transcript**
3. **Proof of bar status:** Must be active, in good standing and eligible to practice in a state, territory of the US, the District of Columbia or the Commonwealth of Puerto Rico. If, as a current law student or judicial clerk, you have not yet been admitted to practice in a state, territory of the US, the District of Columbia or the Commonwealth of Puerto Rico , please note in your cover letter the date which you took the bar exam or when you plan to take the bar exam and indicate which jurisdiction's exam you have taken/will take.
4. **An analytical legal writing sample**
5. **Cover Letter:** describing (1) your interest in a position with FDA's Office of the Chief Counsel, including any areas you are particularly interested in; and (2) your legal experience, education, or training that would qualify you for this position.

If you have questions about submitting your materials or need more information, please email OCHiringActions@fda.hhs.gov.

Conditions of Employment

- **Citizenship Requirement**: You must be a U.S. Citizen or national to be considered for this advertisement unless explicitly stated otherwise.
- **Selective Service Registration**: All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit

www.SSS.gov for more info.

- **FDA participates in e-Verify**: All new hires must complete the I-9 form; this information will be processed through e-Verify to determine your employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.
- **Background Investigation Requirement**: All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.
- **Direct Deposit**: You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- **Financial Disclosure**: This position may require financial disclosure reporting and will be subject to FDA's prohibited financial interest regulation. If you are hired, you may be required to divest of certain financial interests. You are advised to seek additional information on this requirement from the hiring official before accepting any job offers. For more information, please visit the FDA Ethics web page: https://www.fda.gov/about-fda/jobs-and-training-fda/ethics.

Other Information

Political Appointment: If you are serving or have served in the last 5 years as a political, Schedule A, Schedule C, or Non-career SES appointee in any Executive Branch, HHS/FDA may be required to obtain approval by the Office of Personnel Management (OPM) prior to beginning employment. See Political Appointee FAQ - OPM.

In accordance with Executive Order 12564 of September 14, 1986, the Department of Health and Human Services (HHS) is A Drug-Free Federal Workplace. The use of illegal drugs, on or off duty, by Federal employees is inconsistent not only with the law-abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the public.

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

- Criminal history inquiries
- Financial suitability
- Privacy Act
- Reasonable accommodation policy
- Selective Service
- Signature and false statements
- Social security number request