OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 12-40 March 20, 2012

TO: All Agency Employees

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Job Announcement for Deputy Assistant General Counsel, (GS-905-15)
Division of Operations-Management

There is a GS-15 Deputy Assistant General Counsel vacancy in the Division of Operations-Management. Eligible employees must have served at least 52 weeks at the next lowest grade level. To be qualified for the position, employees must have experience which demonstrates knowledge, skills and abilities, as set forth in the competencies below, to perform successfully the duties of the position. Employees who desire to be considered for this position should submit applications to the attention of Secretary to Deputy Associate General Counsel Crystal Roberts no later than March 27, 2012.

Applicants should submit a resume. Applicants who meet the minimum qualifications will be further assessed by a merit promotion panel to determine the best qualified candidates. A separate narrative statement in support of how the applicant meets the competencies set forth below (one page per competency) will be required if he/she is further considered. It is recommended that the applicant submit this statement with the resume, although it is not required for initial consideration.

Applicants, based on the documentation submitted and the applicants' most recent appraisal,[1] will be evaluated based on the following competencies:

A. Demonstrated knowledge of Regional Office Operations (Field experience).

B. Knowledge of the NLRA and Agency procedures.

C. Regional Office supervisory/managerial experience or comparable supervisory/managerial experience.

D. Demonstrated analytical and problem solving skills.

E. Interpersonal, written and oral communication skills.

F. Ability to timely and appropriately complete and/or manage multiple assignments.

[1] Applicants do not need to submit the appraisal.

This position is being posted concurrently with the Deputy to Assistant General Counsel position, Memorandum OM 12-41. More than one position may be filled. All applicants who successfully submitted a complete application for this position, through USA Jobs announcement number NL12MP594339VH, do not need to reapply.

Any questions regarding these requirements, or whether you previously submitted a complete application, may be discussed with me or Deputy Associate General Counsel Nelson Levin.

/s/
A.P.

cc: NLRBU

MEMORANDUM OM 12-40