

Associate Legal Advisor

Department of Homeland Security
U.S. Immigration and
Customs Enforcement (ICE)

Closing Date: April 15, 2024



Pay Scale & Grade: Excepted Service, GS-12 – GS-15. Per the General Schedule locality pay table, annual salary between \$88,562 and \$190,293, depending on experience and qualifications. This position has promotion potential to the GS-15 level. When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will depend on administrative approval and your ability to perform duties at a higher level. Further, promotion from the GS-14 level to the GS-15 level is subject to the Office of the Principal Legal Advisor's (OPLA's) internal guidance.

Job Type: Excepted Service, permanent appointment, full time, non-supervisory.

Location: Williston, VT. Relocation expenses not reimbursed, but local-telework eligible per agency policy. You may occasionally be expected to travel for this position.

Responsibilities: Provide legal advice on commercial litigation, administrative law, and environmental law issues. This includes assisting the Department of Justice in immigration bond and environmental litigation, representing ICE in hearings before administrative law judges in overpayment cases, and providing advice on federal debt collection activities and Office of Personnel Management regulations on federal employee compensation.

Conditions of Employment: Must be a U.S. citizen, pass a background investigation and drug screen test, if male born after 12/31/59, certify Selective Service registration, and serve two-year trial period. Must also be an active member in the bar of the highest court of a state, U.S. commonwealth, U.S. territory, or the District of Columbia, and a graduate of an ABA accredited law school.

Current OPLA attorneys must have completed two years of service with OPLA by the announcement closing date to be considered for this position. This is a non-bargaining position.

If interested, please send a cover letter, resume, law school transcript if practicing fewer than five years, evidence of good standing with your bar dated within six months of your application, writing sample, and if you are/were a federal employee, a copy of your most recent SF-50 to Jody M. Prescott, Deputy, Commercial & Administrative Law Division, at either jody.m.prescott@ice.dhs.gov or via Priority USPS Mail to 166 Sycamore Street, Williston, VT, 05495. Contact Mr. Prescott at his email address with any questions.