

Associate Legal Advisor

Department of Homeland Security
U.S. Immigration and Customs Enforcement (ICE)
Williston, Vermont
Three Vacancies

Closing Date: September 5, 2025

These positions may offer up to \$50,000 in signing and retention bonuses.

A student loan repayment incentive may be available, in which case a service agreement will be required.

Location: Williston, VT. Relocation expenses not reimbursed. Occasional work travel expected.

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

Pay Scale & Grade: Excepted Service, GS-11–GS-15. Per the General Schedule locality pay table, annual salary between \$75,448 and \$194,312, 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.

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, real estate leasing, government vehicle usage and affirmative claims for vehicle damage, 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, must be a graduate of an accredited law school with a Juris Doctor (J.D.) or LL.M degree, must be an active member in good standing of the bar of a U.S. state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico. and you may be required to serve a two-year trial period. If hired, you may be required to complete a Confidential Financial Disclosure Report (OGE Form 450) within 30 days of appointment. Qualification requirements must be met by the closing date of this announcement and will be subject to verification.

If interested, please provide a cover letter, resume, and a current copy of your bar card. If you are/were a federal employee, please send a copy of your most recent promotion or within-grade increase Notification of Personnel Action (Standard Form 50). You might also be asked to submit a writing sample.

Please send your application to Jody M. Prescott, Deputy, Commercial & Administrative Law Division, to either jody.m.prescott@ice.dhs.gov or P.O. Box 5000, Williston, VT, 05495. Contact Mr. Prescott at his email address with any questions.

