

**SOCIAL SECURITY ADMINISTRATION
OFFICE OF THE GENERAL COUNSEL**

RECRUITING BULLETIN

Recruiting Bulletin Number: OGC-16-03

Job Title: Fraud Attorney

Agency: Social Security Administration

Opening Date: November 30, 2015

Closing Date: December 18, 2015

Series & Grade: GS-905-13/14

Position Information: Full Time-Excepted Service Permanent

Duty Location: San Antonio, TX

Who May Be Considered: United States Citizens and Nationals (Residents of American Samoa and Swains Island)

Job Summary:

Would you like to –

- Represent the Social Security Administration in federal court and prosecute criminal Social Security fraud cases?
- Investigate criminal violations with the United States Attorney's Office, and federal, state and local law enforcement?
- Negotiate plea agreements with defense counsel?
- Present evidence before the grand jury?

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Fraud Attorneys in the Office of the General Counsel (OGC) of the Social Security Administration (SSA) face these types of challenges and opportunities each day. Fraud Attorneys have significant responsibility for their own caseloads, but also receive intensive mentoring, training, and support.

OGC is looking for a talented and enthusiastic Fraud Attorney with superior academic qualifications, and excellent research, writing, litigation, and communication skills to fill a full time permanent position in San Antonio, TX.

The incumbent must have four or more years' SSA OGC experience with firsthand knowledge of the federal trial process, and experience in drafting legal briefs for prosecution or defense on behalf of the United States Federal Government in cases brought in federal court and at least two years of trial experience. Previous significant experience in conducting criminal prosecutions at the federal, state, or city level will be a ranking factor. Demonstrated success in trial practice will also be a ranking factor.

If you are ready to make a difference in people's lives while challenging your mind and developing your career, consider joining our dedicated team of Fraud Attorneys.

Salary: GS-13 \$73,115 - 95,048 PLUS LOCALITY PAY
GS-14 \$86,399 - 112,319 PLUS LOCALITY PAY

The salary range shown above is for BASE SALARY only. Actual salary will be the Base Salary **PLUS** LOCALITY PAY. You may view salaries including locality pay at

<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>

Promotion Potential: GS-15 (This is not a career-ladder position.)

We will consider individuals for the GS-13 or GS-14 level based on qualifications and/or experience. NOTE: This is **NOT** a career ladder position.

Duty Location: San Antonio, TX

Major Duties:

Fraud Attorneys provide comprehensive legal advice as they investigate criminal violations under Titles 18 and 42 of the United States Code, with the assistance of the Office of the Inspector General and other law enforcement agencies. Fraud Attorneys move Social Security fraud cases through all stages of the criminal judicial process, from indictments, to sentencing.

Required Qualifications:

Applicants **must hold a law degree** from a School of Law accredited by the American Bar Association. Applicants must be a member **in good standing** of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico. Applicants must provide one of the following to show that they are a member in

good standing of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico.

1. An original or copy of a Certificate of Good Standing from the clerk of the highest court (e.g., Supreme Court) of the state having authority over admission to practice law in the jurisdiction where the applicant is admitted; or
2. An original or copy of a Certificate of Good Standing from the State Bar Association of the state/jurisdiction where the applicant is admitted; or
3. A copy of a bar membership card with a valid date that shows a current bar membership.

An example of #1 or #2 would be the certificate of admission an applicant received upon his/her swearing-in ceremony from the clerk of the highest court of the state having authority over admission to practice law in the jurisdiction where admitted, or from the State Bar Association of the state where admitted.

For purposes of applying, we only require proof that an applicant is a member in good standing of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico. Once selected for the position, an applicant must provide proof of an ACTIVE bar membership before he/she can enter on duty. Holding an ACTIVE bar membership is a continuing requirement of the position. You can provide #3 above both as proof of membership in good standing, and as proof of an ACTIVE bar membership.

Applicants MUST meet all eligibility requirements on or before the closing date of the announcement to be considered for the position.

SSA has discretion to determine what grade level and salary may be offered.

Benefits:

Social Security offers a comprehensive benefits program that you can customize for your individual medical and financial needs. In addition to traditional “dollars and cents” benefits, we offer a range of benefits to help you balance life with Social Security to life outside of work. Please review the Social Security Administration Careers site www.ssa.gov/careers for additional information about the many benefits of a career with Social Security.

Some of the benefits OGC employees enjoy include:

- Alternative work schedules, including flexible days and hours.
- 13 vacation days a year (20 days after 3 years, 26 days after 15 years).
- 13 days accrued sick leave each year.
- 10 paid Federal holidays.

- Health benefits and life insurance (the Government pays a portion of the costs).
- Cash awards for exemplary work performance.
- Pension benefits under the Federal Employees Retirement System.
- An optional Thrift Savings Plan (similar to 401K), with Government match of employee contributions up to 5 percent of salary.
- An employee credit union.
- Employee counseling services.
- Fitness/wellness programs.
- Child care and elder care services.
- Telework.

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service. This is a permanent, excepted service position that is being filled on a full-time basis. Flextime and/or alternate work schedules may be available.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Occasional overnight travel is required.

Relocation expenses will not be paid.

Smoking is not allowed in SSA facilities.

Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply. This includes veterans who were separated a few days before the full 3-year period.

Social Security provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify SSA at dallas.ogc.recruitment@ssa.gov. The decision on granting reasonable accommodation will be made on a case-by-case basis.

How To Apply:

Please submit the required documents and information requested below.

Please note that this announcement is open to attorneys who are members of a bar in good standing only.

1. Cover Letter (include the vacancy announcement number)
2. Resume (the resume should provide: 1) personal information (full name, mailing address, work and home phone #s); 2) education; 3) work experience (paid and unpaid, including clerkships/internships). Show job title, including series and grade if Federal employment, detailed duties and accomplishments, employer's name and address, supervisor's name and phone #, starting and ending dates (mm/dd/yy), hours per week, and salary; 4) other qualifications (skills, certifications/licenses, honors, awards, special accomplishments, and job-related training courses). Please note that providing the mm/dd/yy for all work experience is critical for evaluating your application. If actual dates are not known, provide your best-estimated timeframes.
3. J.D. Law school transcript only (Unofficial transcripts are acceptable; Self-Prepared transcripts are **NOT** acceptable)
4. Proof that you are a member in good standing of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico. Acceptable forms of proof are:
 - a. An original or copy of a Certificate of Good Standing from the clerk of the highest court (e.g., Supreme Court) of the state having authority over admission to practice law in the jurisdiction where the applicant is admitted; or
 - b. An original or copy of a Certificate of Good Standing from the State Bar Association of the state where the applicant is admitted; or
 - c. A copy of a bar membership card with a valid date that shows a current bar membership.

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5. **One current** substantive legal writing sample that reflects your own work, **no more than 15 pages in length**. Your sample must be sanitized or redacted to prevent possible Privacy Act violations. Writing samples will be critiqued based on your ability to analyze a legal problem and clearly and concisely articulate legal rationale.

Application packages must be sent electronically to:
dallas.ogc.recruitment@ssa.gov

Your application package must be received in the mailbox **no later than 11:59 p.m. CST, on the day that the announcement closes.**

For additional information about this position, please forward your inquiries to dallas.ogc.recruitment@ssa.gov

FACSIMILIE APPLICATIONS WILL NOT BE CONSIDERED.

The Federal Government is an Equal Opportunity Employer.

SSA PROVIDES EQUAL OPPORTUNITY FOR ALL PERSONS WITHOUT REGARD TO RACE, COLOR, AGE, NATIONAL ORIGIN, GENDER, DISABILITY, SEXUAL ORIENTATION, MARITAL STATUS, PARENTAL STATUS, POLITICAL AFFILIATION, AND CONDUCT NOT ADVERSELY AFFECTING EMPLOYEE PERFORMANCE.

WHAT TO EXPECT NEXT:

Applicants considered for selection may be required to provide additional writing samples or official transcripts. Reference checks and background investigations will be necessary for selected candidates.