



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, DC 20460

OFFICE OF  
INSPECTOR GENERAL

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## OFFICE OF THE INSPECTOR GENERAL 2020 HONORS ATTORNEY FELLOWSHIP

### About EPA-Office of Inspector General

The Office of Inspector General is an independent office within EPA that helps the agency protect the environment in a more efficient and cost-effective manner. We consist of auditors, program analysts, investigators, attorneys and others with extensive expertise. Although we are a part of EPA, Congress provides us with our funding separate from the agency, to ensure our independence. We were created pursuant to the **Inspector General Act of 1978**.

OIG conducts independent audits, evaluations and investigations; make evidence-based recommendations to promote economy, efficiency and effectiveness; and prevent and detect fraud, waste, abuse, mismanagement and misconduct for the U.S. Environmental Protection Agency and the U.S. Chemical Safety and Hazard Investigation Board. We also provide hotline services to our agencies. We discuss issues with EPA management and others, including Congress, and provide detailed reports.

### About Honors Attorney Fellowships

The Honors Attorney Fellowship Program is designed for students scheduled to graduate from an ABA-accredited law school in or Spring/Summer 2020 and recent graduates completing judicial clerkships.

Candidates with excellent academic credentials, including strong research, writing, and verbal skills and a demonstrated interest in an environmental law career/public service are encouraged to apply.

The position provides an opportunity to practice law in a leading governmental environmental organization. Fellows will be given a challenging caseload that includes enforcement and counseling legal work and will receive training and mentoring from experienced colleagues with recognized expertise.

*EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status.*

*EPA provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application or interview process, please notify the Agency. The decision granting reasonable accommodation will be made on a case-by-case basis.*

### **Who May Apply?**

- Applicant must be a J.D. graduate of an ABA-accredited law school and be a member of a state bar, or a 2020 J.D. graduate with bar membership pending.
- The applicant must be a U.S. citizen to qualify for this position.
- The ideal candidate will be a recently graduated attorney with excellent written and oral communication skills, a strong interest in public service and the mission of EPA. We are also interested in recent graduates who are currently serving in judicial clerkships, the term of which will expire in the summer or fall of 2020.
- OIG has a strong preference that the applicant be able to start in the fall of 2020.
- Fellow is expected to commit to a two-year term and will be detailed to another federal Agency for experience.

### **How to Submit an Application**

Applicants must submit the following documents:

- Cover letter explaining your interest in the fellowship.
- Resume, including significant accomplishments, academic and work experience, class rank (if available), contact telephone number, and e-mail address.
- Writing sample (not to exceed 10 pages).
- An unofficial transcript of law school grades (we will request an official version if you are selected)
- Name, address, and telephone numbers of three references, including a current or former employer and a law school professor or advisor.
- Proof of active bar membership and license to practice law in any State, U.S. Territory, Puerto Rico or the District of Columbia (or a statement that you are a 2020 J.D. graduate with bar membership pending).
- Veterans Preference supporting documents, if applicable.
- SF-50 for federal employees, if applicable.

Application materials should be sent by email to: [epa\\_oig\\_recruiting@epa.gov](mailto:epa_oig_recruiting@epa.gov) and must be received by EPA **no later than [March 28, 2020]**. Application materials may be in Word or PDF formats. If possible, please consolidate your application into one PDF document. Email submissions should include "2020 Fellowship Application" in the subject line of the message. If

for any reason you cannot email your application, please contact Stephanie Harvard at the phone number or email address below to arrange for mail delivery. Applications submitted through any other process or web site (such as by hand-delivery, fax, job fair, Symplicity or USA-Jobs web site) will not be accepted.

### **Grade and Pay**

A law student who has completed law school but not yet passed a bar exam will be hired as a GS-9 Law Clerk. Bar passage must occur within 14 months of appointment, at which point the position of Law Clerk will be converted to a GS-11 Attorney-Adviser.

An applicant who has one year of judicial clerk experience, from the date of bar passage to the date of appointment, will be hired as a GS-12 Attorney-Adviser. At the end of one year as a GS-11 Attorney-Adviser, promotion to a GS-12 Attorney-Adviser position may be offered without further competition.

Similarly, a GS-12 Attorney-Adviser may be offered an appointment to a GS-13 Attorney-Adviser at the end of one year without further competition. In either case, appointment to a higher grade will depend on demonstrated performance and cannot be considered guaranteed or automatic.

Relocation expenses to Washington, DC are not authorized. This position is in the Excepted Service and does not confer competitive status.

### **Questions?**

For more information about Honors Attorney Fellowships in OIG, contact:  
[epa\\_oig\\_recruiting@epa.gov](mailto:epa_oig_recruiting@epa.gov) or 312-886-9880.