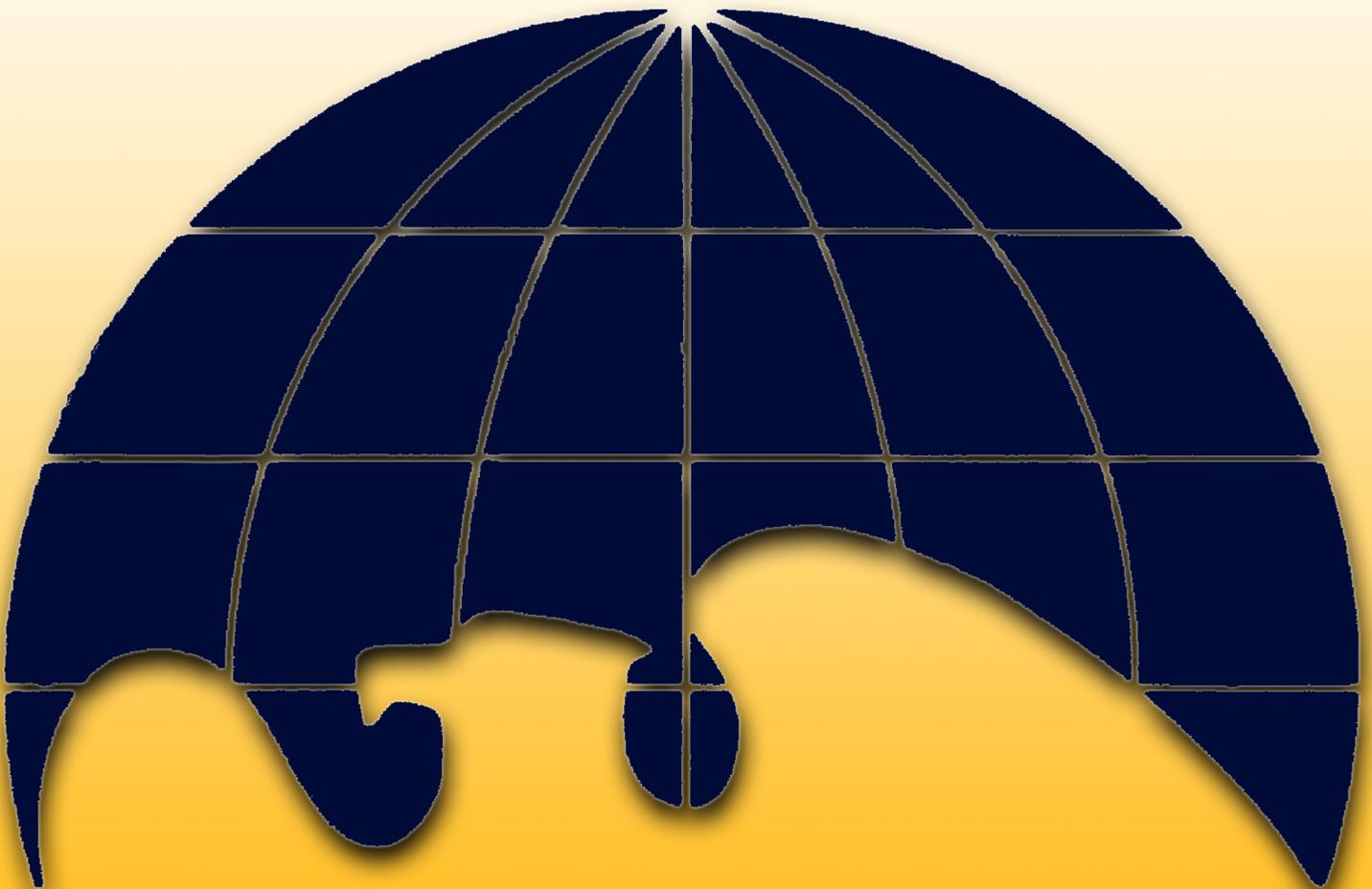


U.S. INTERNATIONAL TRADE COMMISSION

TRADE ON YOUR SKILLS



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U.S. International Trade Commission

Introduction – *Who we are*

The U.S. International Trade Commission (USITC) is an independent, quasi-judicial federal agency established by Congress with a wide range of trade-related mandates. Under its factfinding authority, the USITC exercises broad investigative powers on matters related to trade. In its adjudicative role, the USITC makes determinations with respect to certain unfair trade practices, including illegal practices in merchandise trade and violations of intellectual property rights. Through its research, the USITC is called upon by both the Legislative and Executive branches of government to provide information on trade and competitiveness issues to government organizations and the public.

Mission – *What we work on*

The mission of the USITC is to: (1) administer U.S. trade remedy laws within its mandate in a fair and objective manner; (2) provide the President, the United States Trade Representative (USTR), and the Congress with independent, quality analysis, information, and support on matters of tariffs, international trade, and competitiveness; and (3) maintain the Harmonized Tariff Schedule of the United States. In so doing, the Commission serves the public by implementing U.S. law and contributing to the development and implementation of sound and informed U.S. trade policy.

Work environment – *How we get the work done*

The USITC has a strong, diverse, and dedicated professional staff recognized worldwide for its high-quality, objective, fact-based research and analysis. A collegial work environment and a multi-disciplinary, team-oriented approach to the majority of the work undertaken at the Commission encourages creative thought and the lively and free exchange of ideas. Employees are encouraged to pursue all available avenues in their information gathering role, including plant visits, telephone interviews, written questionnaires, and the use of electronic and printed resources. USITC staff are provided excellent support for research, including the National Library of International Trade, up-to-date information technology equipment, travel opportunities, and ready access to a variety of electronic data and information resources.

Benefits – *What we offer*

Flexible work schedules, a telecommuting program, and generous leave policies provide opportunities to tailor work to one's lifestyle. Subsidized and flexible health benefits, subsidized life insurance, and portable, subsidized retirement benefits are offered. Most professional positions offer career ladders for advancement, which, combined with an active awards program, provide managers the tools to reward performance based on skills and ability. Private or semi-private offices offer professional staff quiet work spaces. The USITC is located at 500 E St., SW, Washington, DC, 20436, with nearby mass transportation stations. The Commission offers subsidies for both parking and mass transportation.

U.S. International Trade Commission—Continued

Professional Development – *How we build our skills*

The USITC offers numerous opportunities for training and continuous professional development. Professional staff travel to domestic and international locations to attend and participate in conferences and to gather information for Commission studies and investigations. Interaction with Congressional staff, personnel at Executive agencies, business representatives, members of academia, and staff at numerous international organizations provides myriad opportunities to augment professional skills, contacts, and knowledge. Active internship and co-operative work/education programs provide opportunities for graduate level students to enhance their professional skills and make meaningful contributions to the Commission's work while pursuing their degrees.

Structure – *How we organize our workforce*

The Commission is headed by six Commissioners who are nominated by the President and confirmed by the Senate for terms of nine years, unless appointed to fill an unexpired term. The terms are staggered and no more than three Commissioners may be members of the same political party. The Chairman and Vice Chairman are designated by the President and serve for a statutory two-year term. All Commissioners hold equal rank in the decision-making responsibilities of the Commission. However, the Chairman has the added duty of managing the day-to-day operations of the agency. The Commissioners are supported by a permanent staff of roughly 350 career federal employees, who gather and develop the information used by the Commissioners in making their decisions. This permanent staff is also responsible for generating the information and analysis requested by the Legislative and Executive branches.

Most of the work of the Commission is accomplished using multi-disciplinary teams, which draw together personnel nominally assigned to several different operating offices. These offices contain most of the agency's workforce. The major operating offices include the:

- Office of Economics
- Office of the General Counsel
- Office of Industries
- Office of Investigations
- Office of Tariff Affairs and Trade Agreements
- Office of Unfair Import Investigations

In addition, these operating offices, and the Commissioners, are supported by the Office of Administration, which contains units responsible for providing services such as information technology support, budgeting and procurement activities, and human resources support.

For further information on job opportunities, visit our website, or call the Office of Human Resources, 202-205-2651.

Office of Industries

Members of this Office spend their time working on:

- fact finding studies requested by the President and Congress that examine the competitiveness of U.S. industries in both domestic and foreign markets
- probable economic effect studies that analyze the likely impact of a proposed change in U.S. trade policy on trade levels, industries, and consumers
- technical support to the Commission for its deliberations on statutory investigations related to injury from imports and unfair trade practices
- providing quick-turnaround technical assistance and analysis to the Congress, and the USTR
- the development of uniform data for imports, exports, and domestic production
- providing Congress with analytical reports on proposed tariff legislation
- self-directed research projects on current industry or trade developments

To successfully complete this work, international trade analysts:

- work closely with producers, trade associations, importers, exporters, and other entities to stay current on the competitive factors influencing the performance of U.S. industries and their foreign counterparts
- meet with government and industry officials in the United States and abroad to collect information regarding industry competitiveness and economic conditions
- gather and analyze information on U.S. and foreign trade agreements, tariffs and nontariff measures
- work on intra-agency project teams providing industry expertise and analysis
- develop and apply project management and team leader skills

To hone their skills, our international trade analysts:

- attend industry seminars, conventions, conferences, and training courses
- stay abreast of relevant electronic equipment and software applications through agency-sponsored and outside training programs
- prepare working papers on industry and trade issues which promote an active exchange of ideas between Commission staff and recognized outside experts
- participate in government/industry meetings and consultations to maintain expertise in evolving trade and industry issues and to develop strong relationships with government and industry counterparts

The Office's diverse responsibilities require trade analysts with:

- educational backgrounds in international trade and relations, economics, business administration, chemistry, agriculture, engineering, and other specialties
- effective oral and written communication skills
- an ability to work productively as a team member or individually
- a strong interest in industry dynamics and global and regional trade issues
- enthusiasm, initiative, and collegiality

Office of Economics

Members of this Office spend their time working on:

- long-and short-term research studies, usually requested by the USTR or Congress
- short term analyses for import injury investigations filed by industries
- providing quick-turnaround technical assistance and analysis to the Congress, and the USTR
- self-directed research topics

To successfully complete this work, our economists:

- develop and use economic insights and modeling,
- provide theoretical and technical support for USITC investigations
- work on interdisciplinary teams
- participate in one or two “core groups,” focused on computable general equilibrium modeling, econometrics, and applied modeling
- travel to domestic and international locations to visit plants, meet with business leaders, and confer with government officials
- engage in basic economic research and/or develop deep economic insights on topical issues
- develop and apply project management and team leader skills

To hone their skills, our economists:

- attend conferences or training courses
- participate in our seminar series and a visiting scholars program
- attend seminars and collaborate with other economists working at the numerous academic, governmental, and international agencies in the area (e.g., Federal Reserve, World Bank, IMF, Brookings Institution)
- travel to domestic and international locations to attend and participate in professional conferences
- produce numerous working papers and regularly deliver papers at professional meetings and publish in academic journals

The Office’s diverse responsibilities requires economists with:

- varied skills and interests
- a strong grounding in economic theory and quantitative methods
- expertise in global or regional trade issues, or a strong interest in applying economic tools to specific industries and products
- enthusiasm about applying one’s knowledge to real-world issues
- an ability to communicate clearly both orally and in writing
- personal energy, initiative, and collegiality

Office of the General Counsel

Members of this Office spend their time:

- advising the Commission in antidumping and countervailing duty investigations conducted under Title VII of the Tariff Act of 1930
- advising the Commission in global safeguards and China safeguard investigations under the Trade Act of 1974
- advising the Commission in investigations concerning patents, copyrights, trademarks, and other intellectual property rights under section 337 of the Tariff Act of 1930
- representing the Commission before courts of the United States as well as WTO and NAFTA dispute settlement panels
- advising the Commission on administrative law issues that arise in the functioning of the agency

To successfully complete this work, our attorneys:

- analyze the record compiled in Commission investigations
- prepare legal memoranda to the Commissioners analyzing the controlling statutory and decisional authority
- prepare draft opinions for the Commissioners
- prepare motions, briefs, and oral arguments on behalf of the Commission before the courts of the United States as well as WTO and NAFTA dispute settlement panels
- prepare proposed amendments to Commission rules and regulations, and evaluate legislative proposals of relevance to the Commission

To hone their skills, our attorneys:

- receive written and oral training on the laws governing Commission investigations as well as Commission procedures
- are mentored by more senior attorneys on the intricacies of import investigations
- attend bar seminars, conferences, and courses regarding trade law, administrative law, and other topics
- participate in moot court sessions to develop oral advocacy skills

The Office's diverse responsibilities require* attorneys with:

- strong skills in written and oral communication
- an ability to work both independently and as part of a team
- sound judgment and negotiating skills
- personal energy, initiative, and collegiality

* Although not required, desirable background experience includes international trade law, federal administrative law, appellate law, economics, and business administration.

Office of Investigations

Members of this Office spend their time working on statutory international trade investigations that result from U.S. industry allegations of injury by reason of imports. This work includes:

- the design of questionnaires sent to U.S. producers, importers, and foreign producers
- reviewing, correcting, compiling, verifying, and summarizing questionnaire data
- preparing clear, comprehensive, and objective staff reports on a timely basis
- advising Commissioners and their staffs, and providing information to the public
- researching, evaluating, maintaining, and providing access to relevant data sources
- insuring the reliability of information and analyses in Commission investigations
- representing the Commission on trade, financial, and statistical issues related to investigations
- responding to inquiries from the USTR, the Congress, and investigative parties

To successfully complete this work, our international trade analysts, auditors, and statisticians:

- effectively apply survey and statistical methodology in statutory investigations
- work with company officials to obtain comprehensive, accurate, and timely information
- conduct selective on-site verifications of questionnaire data
- travel to obtain information on market conditions and to inspect production facilities
- function effectively and collegially in an interdisciplinary team environment
- develop and maintain resource contacts at other trade and international agencies
- develop knowledge of the diverse data sources used in statutory investigations
- develop strong computer skills in word processing, spreadsheet, and database software

To hone their skills, our international trade analysts, auditors, and statisticians:

- are trained by experienced senior staff through a structured apprenticeship program
- attend training courses, seminars, and conferences to maintain and update skills
- attend professional meetings to keep current with professional education requirements
- participate in developmental assignments within and outside the Commission

The Office's diverse responsibilities require international trade analysts, auditors, and statisticians with:

- sound judgment, inquisitiveness, initiative, and strong analytical abilities
- a solid grounding in statistical and quantitative theory and methods
- excellent organizational, multi-tasking, and time management skills
- the ability to rapidly develop a thorough knowledge of products, industries, and markets
- the ability to effectively communicate complex technical issues, both orally and in writing
- the ability to work collegially in an interdisciplinary team environment
- solid computer skills in word processing, spreadsheet, and database software
- particular attention to detail and a healthy skepticism
- a working knowledge of international trade practices, statutes, and data sources

Office of Unfair Import Investigations

Members of this Office spend their time working on:

- investigations of unfair acts and unfair methods of competition in import trade under Section 337 of the Tariff Act of 1930 relating primarily to intellectual property rights, particularly in the areas of patent and trademark infringement
- performing substantive litigation activities as an independent party representing the public interest in Section 337 investigations by developing relevant information and advocating on behalf of the public an independent position on the issues
- providing information in response to public inquiries regarding Section 337 and prospective complaints
- reviewing Section 337 complaints for sufficiency and recommending to the Commission whether to institute Section 337 investigations
- monitoring compliance with certain reporting and other requirements of exclusion, cease and desist, and consent orders entered in Section 337 investigations, investigating possible violations of such orders, and initiating or participating in Commission enforcement proceedings

To successfully complete this work, our attorneys:

- draft and file motions, responses to motions, discovery requests and briefs
- participate in depositions and trials
- examine and cross-examine witnesses at depositions and trials
- present oral arguments at trials
- conduct legal research on intellectual property issues and general litigation issues
- travel to domestic and international locations to participate in depositions and conduct plant inspections

To hone their skills, our attorneys:

- attend seminars, conferences, and training programs concerning intellectual property issues and general litigation techniques and strategies
- participate in the intensive National Institute of Trial Advocacy litigation seminar (usually one attorney per year)
- are given opportunities to participate in the discovery and trial phases of complex intellectual property cases, and are mentored by more senior attorneys

The Office's diverse responsibilities require attorneys with:

- significant litigation experience and/or technical or scientific background
- expertise in intellectual property law, acquired through experience and/or post-law school education
- an ability to communicate clearly both orally and in writing
- enthusiasm about applying one's knowledge to highly complex intellectual property litigation
- personal energy, initiative, and collegiality

Office of the Chief Information Officer

Members of this Office spend their time on:

- managing the delivery of information technology services in support of the USITC mission
- providing technology solutions to customer business problems
- responding to customer requests for assistance
- developing computer software programs
- managing the work of outside contractors
- maintaining computer networks

To successfully complete this work, our information technology specialists:

- develop and apply project management skills
- work on cross functional teams and develop new information technology systems to meet emerging USITC mission requirements
- develop and maintain an understanding of the changing information technology landscape as it applies to the Federal Government

To hone their skills, our information technology specialists create an Individual Development Plan that:

- outlines training classes needed
- identifies opportunities to develop collateral or complimentary skills through temporary assignments
- identifies continuing professional education opportunities such as seminars, conferences or online learning

The Office's diverse responsibilities require information technology specialists with:

- the energy to simultaneously work on multiple tasks
- the patience to work with a diverse community of internal and external customers
- the desire and initiative to engage in regular problem solving activities
- an understanding that solutions do not always require the latest or most expensive technology

Office of Tariff Affairs and Trade Agreements (TATA)

Staff in TATA are responsible for:

- compiling and publishing the Harmonized Tariff Schedule of the United States (HTS)
- maintaining the HTS to ensure that it is accurate, administrable and enforceable
- establishing provisions in the HTS for collecting trade statistics on imports and exports
- representing the USITC in meetings at the World Customs Organization
- Developing modifications to the HTS necessary or appropriate to implement changes to the Harmonized System
- providing technical assistance to the Congress and the Executive Branch with respect to tariff provisions in trade agreements, legislation and tariff preference programs
- maintaining the WTO schedule of U.S. tariff liberalization commitments

To fulfill this responsibility successfully, staff in TATA must:

- thoroughly understand tariff nomenclature, the HTS and the Harmonized System
- be familiar with Customs classification and administration
- have sufficient product knowledge to draft HTS provisions that are administrable, enforceable and effective
- be familiar with tariff and customs laws, tariff preference programs, reciprocal trade agreement authority, trade agreements, trade remedies and the like
- work collaboratively with USITC colleagues, as well as Congressional staff and staff in Executive Branch agencies; and
- be able to draft and interpret legal documents, including tariff provisions in trade legislation, trade agreements and Presidential Proclamations

To hone their skills, TATA staff must:

- continually study the HTS, the Harmonized System, and the Harmonized System Explanatory Notes and monitor all modifications to the three basic documents
- monitor and review the classification decisions and practice of the U.S. Customs Service
- monitor the *Federal Register* and *Congressional Record* to identify actual and potential modifications to the HTS
- monitor draft legislation, draft trade agreements and trade remedy actions to identify possible modifications to the HTS
- attend interagency meetings and international meetings of the World Customs Organization

The Office requires staff with the ability to:

- draft technical documents and provisions that are legally binding and that incorporate industry and product expertise as well as tariff nomenclature expertise
- work independently and under the pressure of short deadlines
- communicate clearly both orally and in writing; and
- be a good listener and be able to ascertain the intent of Executive Branch officials and legislative officials with respect to possible modifications to the HTS

The USITC's History

The USITC has a rich history and has changed significantly since its inception in 1916 as the U.S. Tariff Commission.

The Constitution of the United States vests Congress with the sole power to lay and collect taxes and to regulate commerce with foreign nations. From the 1790s into the 20th century, the tariff was a principal source of federal revenues as well as an important mechanism for protecting emerging manufacturing industries.

Periodically, Congress engaged in sweeping overhauls of the tariff schedules to adjust revenues, but the process proved unsatisfactory to many. Pressure to raise rates and protect individual industries led to tariff disputes, which in turn intensified partisan and regional friction. With the growth of trade and of the diversity of products traded, it gradually became clear that tariff issues were too complex to be legislated effectively without the technical assistance of an independent commission of experts.

Congress created the U.S. Tariff Commission on September 8, 1916. The agency's mission was to investigate the administrative, fiscal, and economic effects of U.S. customs laws as well as to study tariff relationships between the United States and other countries.

Over time, the Tariff Commission's functions expanded. In the early 1920s, Congress enacted laws that were the forerunners of the antidumping and unfair import practices laws that the Commission administers today. The Tariff Act of 1930 (the Smoot-Hawley tariff act), known historically for its high tariff rates, incorporated a whole new "scientific" tariff classification system based largely on Commission work. The 1930 classification system remained in place until 1963, when it was replaced by the Tariff Schedules of the United States, also largely developed by the Commission. This system was replaced in 1989 by the Harmonized Tariff Schedule.

Over the last 50 years, the Commission's role has expanded from one of primarily providing advice on tariff matters to one of making determinations concerning the impact of imports on domestic industries.

In the late 1940s, the Commission was assigned the task of making determinations under the U.S. safeguard laws (now section 201 of the Trade Act of 1974). In 1954, the Department of Treasury's responsibility for making injury determinations in antidumping investigations was transferred to the Commission.

The Trade Act of 1974 renamed the agency the U.S. International Trade Commission to reflect its changing role. The act also strengthened the Commission's independence and authorized the Commission to issue orders in unfair import practice investigations.

In the 1980s, Commission investigations under the antidumping and countervailing duty laws increased significantly following revisions of those laws by Congress.

The 1990s further increased the USITC's work in this area as the Uruguay Round Agreements Act required Commerce and the USITC to review existing antidumping and countervailing duty orders and suspension agreements after five years to determine whether revoking them would be likely to lead to continuation or recurrence of the dumping or subsidies, or of material injury, within a reasonably foreseeable time.

Under the Trade Act of 2002, the Commission assesses the likely impact of proposed free trade agreements on the U.S. economy as a whole and on specific industry sectors and the interests of U.S. consumers.

