

BASIC REQUIREMENTS FOR ALL PROFESSIONAL ATTORNEY POSITIONS AT ALL GRADES

Candidates for all grades must meet the following requirements:

1. The first professional law degree (LL.B or J.D.) or equivalent training. Equivalent training is that training permitted in some states in lieu of attendance at a law school. To be acceptable, this training must be of the kind and nature required by the state in which the bar exam is taken or is to be taken.
2. Admission to the bar to practice law in a state or territory of the United States or in the District of Columbia.

Law school graduates or third-year law students who expect to attain bar membership within 14 months may be eligible to apply and, if selected, would be appointed as a law clerk, GS-904 (GS-11/12) until attaining bar membership. Such a temporary appointment would be at the same salary as the permanent appointment but shall be terminated upon failure to be admitted to the bar within 14 months of the appointment date.

The requirements enumerated above entitle the Attorney-Advisor to enter service at grade GS-9.

ADDITIONAL EXPERIENCE AND EDUCATION REQUIREMENTS

Candidates for grades GS-11 and above must have had either professional or business experience or graduate education, or an equivalent combination of both, in addition to meeting the basic requirements. This professional, business, or educational experience must have been in or directly related to law, international trade, business management or market analysis, engineering, physical science, finance, or economics or in a field closely related to the position to be filled. This experience/education must have equipped the candidate with the knowledge and ability to perform the legal work at the level of the position to be filled.

1. Experience

In addition to the basic requirements, the following amounts of experience are required for grades GS-11 and above:

Grade	General	Specialized	Specific	Total
GS-11	Bar Membership	1	0	1
GS-12	Bar Membership	1	1	2
GS-13	Bar Membership	1	2	3
GS-14	Bar Membership	1	3	4
GS-15	Bar Membership	1	4	5

These guidelines do not imply, however, that length of service alone is qualifying. Selection will be made on the basis of merit, with particular emphasis placed on experience of direct pertinence to the work of the office and of high quality and responsibility. Candidates whose education qualifies them for GS-11 or above prior to bar admission may be appointed at higher GS grades than their experience alone would qualify them for (see explanation of standards immediately below). For example, a candidate who would qualify for GS-11 on the basis of education alone would qualify for GS-12 after one year specialized experience or for GS-13 after one year specialized experience and one year specific experience.

2. Education

In addition to the basic requirements, the following amounts and level of education are qualifying for GS-11 and above.

GS-11

The GS-9 requirement plus one of the following:

1. Superior achievement in legal education as evidenced by:
 - a. Academic standing in the upper third of law school graduating class;
 - b. Work or significant involvement on law review or international journal;
 - c. Election to the order of the COIF or equivalent honors for academic excellence;
 - d. Significant involvement in advanced moot court competition;
 - e. Judicial clerkship; or
 - f. A graduate legal degree (LLM) or
 - g. Other equivalent evidence of clearly superior achievement
2. Significant experience (at least one year) in international trade, customs, or intellectual property work (legal or non-legal), such as work for government agency involved in trade, international organizations involved in trade, or patent development.
3. Significant business experience (at least one year) in a field relevant to the Commission's work, such as business management, market research or analysis, finance, economics, or engineering.
4. Undergraduate or post-graduate study in an area relevant to the Commission's work, such as economics, finance, business, engineering, physical sciences, or international trade.

GS-12

Attorneys without experience may be employed at grade GS-12, provided such individuals have advanced educational attainments and/or practical business experience substantially beyond those indicated as required for work at the GS-11 level and such educational attainments or practical business experience indicates an ability to perform the type of work assigned to attorneys at the GS-12 level. To be eligible for GS-12 appointment applicants must meet one of the following qualifications:

1. Outstanding achievement in legal education as evidenced by:
 - a. Academic standing in the top ten percent of the school graduating class or graduation with high honors (magna cum laude or summa cum laude);
 - b. Management or significant editorial experience on law review or international journal;
 - c. Judicial clerkship with a federal appellate court (such as the Court of Appeals for the Federal Circuit) or with the Court of International Trade;
 - d. A graduate legal degree (LLM) in a field directly related to the work of the Commission;
2. Significant experience (two years or more) in international trade, customs, or intellectual property work (legal or non-legal), such as work for a government agency involved in trade, international organizations involved in trade, or patent development.

3. Significant business experience (two years or more) in a field relevant to the Commission's work, such as business management, market research or analysis, finance, or economics.
4. An undergraduate or graduate degree in an area relevant to the Commission's work, such as economics, finance, business, engineering, physical science, or international trade.