



U.S. Securities & Exchange Commission Vacancy Announcement

Job Title	General Attorney
Location	Washington, DC
Compensation	\$115,778 to \$190,400 / Per Year
Series & Grade	SK-13
Position Number	SK-09055-14
Application Deadline	March 6, 2020

Summary

The mission of the U.S. Securities and Exchange Commission (SEC) is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. The Division of Enforcement's New York Regional Office is hiring general attorneys. These positions are located in New York, NY.

The Division of Enforcement investigates possible violations of securities laws, recommends Commission action when appropriate, either in a federal court or before an administrative law judge, and negotiates settlements. The Division of Enforcement's New York Regional Office is seeking attorneys with the ability to perform the full range of duties in the target position of General Attorney, SK-09055-14. The employee may be non-competitively promoted upon satisfactory completion of all requirements.

Responsibilities

- Serves as an attorney conducting high profile and complex investigations undertaken by the SEC. Investigations conducted by the Enforcement program involve many diverse aspects of the securities markets which require that the employee apply specialized legal knowledge in areas such as insider trading, market manipulations, financial fraud, broker-dealer and investment adviser practices, issuer disclosure, and trading practices.
- Conducts fact finding investigations through a variety of means including taking testimony, interviewing or deposing witnesses, and obtaining and analyzing document productions.
- Provides legal expertise in cases involving possible civil or criminal violations of the federal securities laws and coordinates with other federal or state agencies on possible civil or criminal violations of securities laws.
- Provides litigation support by working closely with trial attorneys and drafting pleadings, motions and briefs, conducting discovery, assisting with trial preparation, appearing in federal court and in administrative proceedings, and conducting legal research.
- Assists with collection of disgorgement and penalties ordered in Commission enforcement actions; and with distributions of disgorgement funds.
- Provides legal advice and assistance to the management and staff of the SEC Enforcement program at Headquarters and/or field offices.
- Prepares memoranda and other documents relative to procedural, policy, or legal issues related to investigations, court or legal counsel inquiries, and impacted parties' questions.
- Drafts and analyzes legislative proposals and developments affecting SEC's enforcement program; provides advice on legal issues involved in hearings and responses to Congressional requests; and prepares or reviews testimony involving legal and policy questions. Drafts legal opinions, memoranda, regulations, and related documents, agreements, and correspondence.
- Performs other duties as assigned.

Qualifications

J.D. or LL.B. degree –AND–

SK-13: Applicant must have at least three (3) years of post J.D. work experience as a practicing attorney, including two (2) years of litigating or investigating complex civil or criminal cases, and must be able to demonstrate familiarity with the Federal Rules of Evidence.

To Apply

(Application deadline: March 6, 2020. ***Email resumes to: NYRO-ENF-Hiring@SEC.GOV)
Please send the following documents addressed to "Hiring Committee, NYRO Office of Enforcement":

- Resume
- Cover letter
- Outline your relevant background and experience (which should be addressed in full in your resume)
- Documentation showing that you are an active member of the bar in good standing

The SEC is an equal opportunity employer