

**Job Opportunity**  
**Programmatic Counsel**  
**Office of the Chief Counsel for Semiconductor Incentives**  
**U.S. Department of Commerce**

**Summary**

The U.S. Department of Commerce (DOC), Office of the General Counsel is seeking one or more full-time Programmatic Counsels for the Office of the Chief Counsel for Semiconductor Incentives. The Office of the Chief Counsel for Semiconductor Incentives provides advice and assistance to the CHIPS Program Office (CPO) within DOC. The Programmatic Counsel will provide legal advice on the implementation of CPO's authority and procedures, and develop and review key program policies and materials. The CPO's mission is to catalyze long-term growth in the domestic semiconductor industry to support our national and economic security. The CPO operates the CHIPS for America Semiconductor Incentives program authorized by Congress. The Programmatic Counsel will be responsible for providing legal advice on all aspects of the program, including, for example, interpreting the CHIPS Act of 2021, the CHIPS and Science Act of 2022, and other relevant statutes and authorities; drafting CPO operating procedures and advising on their implementation; and assisting in the preparation of CPO materials developed for external, legislative, and governmental affairs purposes. Programmatic Counsel will encounter many novel issues and will be responsible for the analysis of the legal issue in question, the development of the strategy to deal with the legal issue, and the content and means of delivery of the completed analysis of the legal issue.

The Programmatic Counsel is a full-time (GS-13 or GS-14) position. The full performance-level for this position is GS-15. The position will report to the Chief Counsel for Semiconductor Incentives. The position is located in the Department's headquarters in Washington, D.C. The duties of this position are suitable for some telework with supervisor approval.

**Description**

The Programmatic Counsel is a core member of the team providing legal advice to the CPO on its authority, policies, procedures, and materials. Programmatic Counsel will be responsible for:

- advising and drafting CPO operating procedures and advising on their implementation;
- providing research and analysis on legal questions affecting key matters of policy or procedure, including in the areas of administrative law, constitutional law, legislation, regulation, and statutory interpretation;
- assisting in the development and review of letters, presentations, and other materials developed for external, legislative, and governmental affairs purposes; and
- helping ensure the CPO's compliance with government accountability obligations.

The key skills of the Programmatic Counsel include demonstrated ability to:

- assume multiple roles and tasks to meet changing office needs with an ability to foresee, troubleshoot, escalate and effectively resolve conflicting issues and challenges;
- analyze, research, and present on legal questions in the areas of administrative law, constitutional law, legislation, litigation, regulation, and/or statutory interpretation, including the ability to research and analyze legal issues where no clearly applicable precedents are available or it is arguable which precedents apply;
- assess risk in a practical and responsible manner and make well-reasoned decisions as well as to think creatively;
- ability to build and maintain effective working relations with clients and colleagues and to work effectively in teams;

- maintain professional integrity and use sound judgment in handling confidential information;
- exhibit excellent communication skills and the capacity to present both written and oral ideas clearly, concisely, and persuasively;
- carry out assignments independently with minimal supervision; and
- apply superior legal research and writing skills.

**Required documents:**

A complete application consists of the following:

- **Cover letter.** Address demonstrated interests and qualifications as it relates to the position.
- **Resume showing relevant experience.** Your resume should list your educational and work experience, including the dates (mm/dd/yyyy) and provide the hours per week, if less than 40. For work in the Federal Service, please include the pay plan and grade level for the position(s).
- **Copy of law school transcript.** Unofficial copy is sufficient at this time, but official copy must be submitted before appointment.
- **Certificate of bar membership and proof of good standing.** Prior to receiving an offer, you will be asked to provide a certificate of bar membership and proof of good standing.

**Qualifications**

An Applicant must (1) be a graduate of an accredited law school with a J.D. or equivalent degree; (2) be a current member of a bar with a valid license to practice law in a state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico; and (3) meet the following specialized experience requirements: at least 2 years of experience practicing law and/or clerking, and concurrently or separately, at least 2 years of significant experience in a litigation, regulatory, and/or governmental affairs practice that involved the development of strong research and writing skills, and exposure to exercising strategic judgment.

**Conditions of Employment**

- This position is in the excepted service.
- U.S. Citizenship is required.
- Suitable for Federal employment, as determined by background investigation.

**How To Apply**

Qualified candidates should send their cover letter and resume to [OCCjobs@chips.gov](mailto:OCCjobs@chips.gov) with the subject line “CHIPS Programmatic Counsel - [Full Name].” All other required documents (e.g., copy of transcript and proof of bar) will be required if hired. Applications will be reviewed on a rolling basis.