Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Executive Assistant/Legal Support Specialist
Office of General Counsel
Announcement Number SI-20-0101

| OPEN DATE: | 08/31/2020 |
| CLOSING DATE: | 09/14/2020 |
| GRADE LEVEL: | IS-0301-11 (with promotion potential to IS-0950-12) |
| SALARY: | $72,030-$81,634 |
| APPOINTMENT TYPE: | Indefinite |
| SCHEDULE: | Full-Time |
| DUTY LOCATION: | Washington, DC |

Who may be considered for employment: All qualified candidates eligible for employment in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs.

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- U.S. employment eligible

INTRODUCTION

The incumbent serves as the Special Assistant to the General Counsel and provides Management Support for the office. The General Counsel is a direct report to the Board of Regents and the Secretary with substantial obligations and responsibilities. The General Counsel serves as the principal legal advisor to the Board, the Secretary, and other executive officials; directs and coordinates all legal matters and legal opinions relevant to the operations of the Smithsonian; engages outside counsel; and manages the team of lawyers and support staff who provide the legal advice and representation to the entire Smithsonian. The mission of the Office of General Counsel is to provide legal advice and counseling to the Secretary and central administrators, as well as to the extensive cadre of directors and administrative staff who manage the Smithsonian’s museums and programs, and to represent the Smithsonian in adversary proceedings, in coordination with Department of Justice attorneys, in federal and state courts.
ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Executive Assistant 50%
As Executive Assistant to the General Counsel, the incumbent interacts with the highest level of executives and officers of the Smithsonian, including Regents, the Secretary, and the Secretary’s direct reports. Must possess and be able to exercise -- with considerable independence -- seasoned judgment, diplomacy, discretion, and tact.

- The incumbent serves as the General Counsel’s confidential executive assistant with responsibility for facilitating and coordinating matters that require the attention of the General Counsel. Keeps abreast of the major issues and communications of interest to the General Counsel. Receives and prioritizes all inquiries, ensures the appropriate background information is provided to the General Counsel, and forwards to others those issues not requiring the General Counsel’s attention.
- The incumbent is responsible for ensuring smooth and continuing communications and efficient operation of the General Counsel’s daily activities. Serves as the primary point of contact and gatekeeper for access to the General Counsel. Controls General Counsel’s calendar obligations.
- The incumbent establishes and reviews the active daily files and records for the General Counsel’s ongoing meetings and projects. Must use a keen awareness of all the activities involving the General Counsel to anticipate what is needed and to search for and assemble the files and background materials required by the General Counsel.
- Manages incoming internal and external communications for General Counsel. Receives and responds to telephone calls and visitors from a variety of fields and interacts with high-ranking officials from the public and private sectors.
- The incumbent prepares, reviews and edits confidential legal documents on behalf of the General Counsel, and assists the General Counsel with various confidential legal projects.

Legal Support Specialist 50%
Serves as a WebTA Timekeeper, Property Officer, P-Card Holder, and Concur travel preparer. Prepares documents for the engagement of outside legal counsel and the obligation of approved funds and for onboarding employees and contractors. Serves as IT liaison coordinating computer and technology-related assistance, training and equipment inventory. Serves as Notary Public.

EDUCATION, REQUIREMENTS AND QUALIFICATIONS:
- Bachelor’s degree (B.A.) from a four-year college or university and/or 5-7 years of related experience training; or equivalent combination of education and experience.
- Knowledge and ability to ensure the smooth and efficient operation of the General Counsel’s daily activities. Knowledge to plan and coordinate the quickly changing daily activities under pressure in a fast-paced environment. Skill in keeping an executive’s calendar. Ability to manage the wide variety of confidential issues that arise from assisting the General Counsel in preparing for short-term and long-term daily activities.
- Ability to tactfully interact with the highest level of executives and officers of the Smithsonian, including Regents, the Secretary and the Secretary’s direct reports, as well as high-level officials from the public and private sectors. Ability to perform duties using considerable independence, diplomacy and discretion.
- Excellent customer service and the ability to establish and maintain effective working relationships with diverse staff and all levels of staff.
- General knowledge of the Office of General Counsel’s mission as well as its relationship to the Board of Regents, the Secretary, and the Smithsonian in order to accurately respond to inquiries and requests.
- Exceptional oral and written communication skills. Ability to prepare and edit legal documents; draft outside counsel engagements letters and prepare in final form.
- Ability to carry-out administrative functions, including serving as a Notary Public, Payroll Timekeeper, Property Officer, and Purchase-Card Holder; conduct monthly account reconciliation, audits, identify
discrepancies; initiate, prepare and complete purchase orders; research vendors, send requests for quotes, evaluate quotes, manage timelines and invoices. Preferable experience with government contracting procedures.

- Must have a high level of experience with Microsoft Office including Excel and Power Point and preferably experience with Peoplesoft.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

The Smithsonian Institution, the world’s largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

To Apply:

<table>
<thead>
<tr>
<th>Please forward a resume, salary requirements, cover letter</th>
<th>SI <a href="mailto:careers@si.edu">careers@si.edu</a></th>
</tr>
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<tbody>
<tr>
<td>Application materials submitted without salary information will not be considered. Applicants not meeting the mandatory and minimum requirements will not be considered.</td>
<td>Please include the position title in the subject line.</td>
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Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates’ résumé’s will be referred to the hiring manager.

Relocation expenses are not paid.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian offers several exceptional benefits to its employees who qualify. Benefit programs include:

- Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)
The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution’s search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number: ___________________________

**First Name**

**Last Name**

**Year of Birth:** 19____  
**Gender:** Male _____  Female____

How did you learn about this position? Mark all sources that apply.

1. Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2. Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3. Information technology (Internet, World Wide Web, or SI Web site)
4. Association or organization (professional, community, religious)
5. Other (please indicate)

Self-identification by category: (Circle your responses.)

**Ethnicity:**  Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes _____  No _____

**Race:** (Mark all that apply.)

1. **American Indian or Alaska Native**  
A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.  
**Tribal Affiliation:** ____________________________

2. **Asian**  
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

3. **Black or African American**  
A person having origins in any of the black racial groups of Africa.

4. **White**  
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

5. **Native Hawaiian or Other Pacific Islander**  
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any physical disabilities?  Yes _____  No _____

If yes, do you have a targeted disability? (Mark only one.)

1. **Deaf**  
2. **Blind**  
3. **Missing extremities**  
4. **Partial paralysis**  
5. **Complete paralysis**  
6. **Convulsive disorder**  
7. **Mental retardation**  
8. **Mental or emotional illness**  
9. **Severe distortion of limbs and/or spine**