Detail Opportunity

JD# 01-2020-09 **Position Description:**	Serve as a Legislative Liaison in a fast-paced, professional environment where you will assist with all aspects of hearing preparation for senior-level officials and congressional briefings, as well as analyze, research, and formulate official responses to requests from Members of Congress, their staff, and congressional oversight committees on matters of Congressional interest, inquiry or investigation.
Component Name:	Office of Legislative Affairs
Position Title:	**Legislative Liaison**
Series:	0301, 0343 or 0340
Assignment Tour:	1 Year
Grade Level:	GS-13
Location:	Washington, DC

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity*.

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position:	☒ Competitive Service *** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*
Type of Detail:	☒ Non-reimbursable
Package Acceptance Period:	**Start:** 1/20 **End:** until filled

Qualifications Required:

- 2+ years of experience in formulating and implementing policies and programs.
- Strong verbal and written communication skills. Basic knowledge of social media and traditional media platforms. Experience in developing written materials for senior leadership; and possess the ability to convey a variety of complex issues to varied audiences.
- Basic knowledge of the legislative process and the functions and responsibilities of the Executive Branch.
- Knowledge of key functions of federal agencies and departments with which congressional staff may be referred to for responsive action.
- 2+ years of project management experience.

- Ability to accurately anticipate and define problems, as well as develop and present solutions/alternatives to sensitive/controversial issues.

- Knowledge of Microsoft Office programs, including Word, Excel, and Outlook

.**Clearance required*** (Y/N): **No**
If yes, what level of security clearance? **N/A**

***** Does Not Qualify for Joint Duty Credit**
***** No Temporary Promotion**
***** Military and Contracted Personnel Not Eligible**

How to Apply: Submit the following documents to the jointdutyprogramoffice@hq.dhs.gov with "Detail *Opportunity* – ***Legislative Liaison***" in the subject line.

- Submit **Joint Duty Assignment Application** – DHS Form 250-02
- **Resume** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** JointDutyProgramOffice@hq.dhs.gov