



**JD# 01-2020-10**

**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-14/15

**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:

- Possess experience as a first-line supervisor or project manager in supporting mission capability.
- 5+ years of experience in formulating and implementing policies and programs.
- Extensive knowledge and understanding of planning, organization, and execution of informational programs and strategies.
- Comprehensive knowledge of DHS and Executive Branch programs and activities. Keen ability to develop and maintain effective working relationships with key program officials.
- Skilled in communicating complex information at all levels of the workforce. Able to effectively present detailed ideas and recommendations verbally and in writing.
- Strong capability and user 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 & Contracted Personnel Not Eligible**

**How to Apply:** Submit the following documents to the [jointdutyprogramoffice@hq.dhs.gov](mailto: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)

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**Point of Contact:**      **Email:** [JointDutyProgramOffice@hq.dhs.gov](mailto:JointDutyProgramOffice@hq.dhs.gov)

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