

The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an attorney with 2-4 years experience to serve as **Investigative Counsel**. The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of ethical standards of conduct by current Members, Officers and staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

Core Responsibilities:

- Review information received by OCE, discern possible violations and identify facts requiring further investigation;
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases;
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broad legal and policy issues involved in the operations of OCE; and
- Prepare detailed reports containing investigative findings.

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise, and persuasive manner;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Strong legal judgment and demonstrated professional integrity;
- Experience conducting interviews or depositions;
- Experience auditing large sets of data or evidence and providing detailed analysis;
- Ability to:
 - Work independently or as part of an investigative team;
 - Manage multiple tasks and projects;
 - Work well under pressure and tight time deadlines; and
 - Exercise discretion and independent judgment.
- Desirable but not required:
 - Investigative experience with high-profile and sensitive matters;
 - Experience with investigations involving public officials;
 - Experience with campaign finance or ethics law;
 - Experience writing public reports and legal documents;
 - Accounting, finance, or data analytics experience; and
 - Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations.

Duties:

- Developing investigative strategies and implementing investigative plans;
- Reviewing evidence and data in order to analyze, develop and provide detailed written and oral reports of findings;
- Identifying information to substantiate or disprove allegations and assessing the likely sources of that information;

- Collecting and reviewing documents, electronic media and physical evidence;
- Interviewing witnesses and subjects; and
- Performing other duties as assigned.

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter and resume (electronic submissions strongly preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov