Hiring Opportunities with the Office of Administrative Law Judges and Dispute Resolution (OALJDR)
OALJDR Mission

- **Mission**
  - Resolve contested cases as directed by the Commission effectively, efficiently and expeditiously, either through impartial hearing and decision or through negotiated settlement, ensuring that the rights of all parties are preserved;
  - Perform various Alternative Dispute Resolution (ADR) procedures as directed by the Commission, including mediation, arbitration, facilitation, and acting as settlement judge in a neutral, confidential, expeditious and efficient manner, ensuring that all parties are heard to the extent they desire; and
  - Perform ADR functions to bring interested parties engaged in disputes together to promote consensual decision-making and promote the use of ADR.
Opportunities

• Federal Judicial Clerkships/Attorney Advisor (General)
  – Description
    • You will be working with Administrative Law Judges. Judges will advise you of his/her decision or order as well as approach and style in which it is to be written. You will then independently conduct the necessary research and prepare the draft decision or order for the judge's review.
  – Frequency
    • Approximately six positions every 2 years (next expected in fall of 2018).
  – Skills
    • Independent legal research.
    • Outstanding critical analysis and writing skills.
    • Bar exam preferred but not required. Appointees must pass the bar exam within 14-months.
  – Other requirements
    • Firm two-year commitment.
    • Starting grade for law clerk is GS-11. Attorney-Advisor is GS-12.
• **Attorney-Advisor (Dispute Resolution)**
  
  - **Description**
    - You will assist the Commission to bring parties engaged in disputes together to promote consensual decision making through Alternative Dispute Resolution (ADR) services such as mediation, negotiation and facilitation.
  
  - **Frequency**
    - 1-2 vacancies per year.
  
  - **Skills**
    - 1-5 years experience in ADR in business, energy and environmental disputes.
    - Strong oral and written communication skills. Active listening, creative and analytic thinking, collaborative interpersonal interactions, team building
  
  - **Other requirements**
    - Starting grade is GS-12.
    - Higher grades offered based on experience.
Opportunities (Cont’d)

• **Summer Intern**
  – **Description**
    • You will be assigned special research projects and work closely with one or more judges. You will work with attorneys and law clerks to prepare decisions or orders in the approach and style preferred by the judge. You will assist in the conduct of necessary research and help prepare the draft decision or order for the judge's review.
  – **Frequency**
    • 1 per summer
  – **Skills**
    • Strong analytic, oral, writing, and team skills.
    • An interest in utility ratemaking or a related field.
  – **Other Requirements**
    • N/A