



Associate General Counsel / Paralegal

Overview

The Afghanistan War Commission was established by the Afghanistan War Commission Act of 2021 (P.L. 117-81, § 1094) as an independent commission in the legislative branch. The Commission is charged with conducting a comprehensive study of U.S. involvement in Afghanistan from June 1, 2001, through August 30, 2021, examining key strategic, diplomatic, military, intelligence, and reconstruction decisions across more than two decades.

In its August 2027 final report, the Commission will produce findings, lessons learned, and recommendations to inform future decisions by Congress and policymakers throughout the United States Government.

Position Description

The Commission seeks an Associate General Counsel or Paralegal to join its Office of General Counsel. The successful candidate will work as part of a small, collaborative legal team consisting of the General Counsel, Deputy General Counsel, and this position, and will report to the Deputy General Counsel.

The Associate General Counsel/Paralegal will assist the General Counsel and Deputy General Counsel across the full range of the Commission's legal and operational work, with a particular focus on document and information management. This work will include review and management of interview transcripts and sensitive government records, support for declassification requests associated with the Commission's final report, and organization and transfer of the Commission's permanent records as it completes its statutory mandate.

This position is well suited to a junior attorney or experienced paralegal who is exceptionally organized and detail-oriented, exercises sound judgment, enjoys working collaboratively, and thrives in a fast-paced environment. Because the Office of General Counsel is a small team supporting a unique congressional commission, the successful candidate will have significant responsibility and exposure to a broad range of legal, national security, congressional, and records-management matters.

Key Responsibilities

- Interview records: Review Commission interview transcripts and related materials for accuracy, completeness, classification and sensitivity concerns, and other legal or records-management issues; assist in maintaining and organizing the Commission's extensive collection of interview records.
- Declassification and final report support: Assist the General Counsel and Deputy General Counsel in identifying classified information proposed for inclusion in the Commission's final report and preparing declassification and release requests to relevant departments and agencies, including drafting supporting rationales and tracking requests through resolution.
- Commission legacy records: Support the identification, organization, and preparation of the Commission's permanent records for transfer to the National Archives and Records Administration (NARA), including coordinating with Commission personnel to ensure records are complete, appropriately organized, and ready for transfer.
- Legacy record compendium: Help develop a record compendium and organizational structure that will enable future researchers and authorized users to understand, locate, and use the Commission's records after the Commission concludes its work.
- Government records: Assist in managing and accounting for documents and other materials provided to the Commission by executive branch departments and agencies, including classified and other sensitive records, and support their return, transfer, or other appropriate disposition at Commission closeout.
- Information management: Maintain accurate systems for organizing, tracking, locating, and accounting for Commission records and work with Commission personnel to promote consistent document-management practices across the organization.
- Legal and operational support: Assist the General Counsel and Deputy General Counsel with legal research, memoranda, correspondence, document requests, interviews, executive branch coordination, ethics and personnel matters, and other legal or operational issues arising during completion of the Commission's work.
- Commission closeout: Support the Office of General Counsel and other Commission personnel on the legal, records-management, and administrative requirements necessary to complete the Commission's statutory mandate and orderly closeout.

Skills and Qualifications

- Associate General Counsel: Minimum one to three years of post-J.D. legal experience. A J.D. from an accredited law school and membership in good standing with a U.S. state bar are required.

- Paralegal: Minimum one to three years of relevant paralegal, legal support, document-management, records-management, or comparable professional experience. More senior paralegal candidates will also be considered.
- Organization and attention to detail: Superb organizational skills and meticulous attention to detail are essential. Candidates must be able to manage and accurately track large volumes of information and multiple concurrent assignments.
- Judgment and discretion: Demonstrated ability to exercise sound judgment and appropriately handle classified, sensitive, or confidential information.
- Initiative and reliability: Ability to take ownership of assignments, identify issues requiring attention, follow tasks through to completion, and reliably meet deadlines.
- Teamwork: Demonstrated ability to work collaboratively as part of a small team in a fast-paced environment, respond constructively to changing priorities, and assist wherever needed to accomplish the team's mission.
- Government experience: Experience in Congress, an executive branch department or agency, a commission, law firm, or other organization handling government, classified, or sensitive records is helpful but not required.
- Security clearance: Candidates must possess a current Secret or higher-level security clearance or have held a security clearance within the preceding six months.
- U.S. citizenship is required.

Compensation and Benefits

Salary is commensurate with qualifications and experience.

The Commission may consider candidates for direct hire, federal government detail, or assignment under the Intergovernmental Personnel Act, as appropriate. Eligible employees receive federal employee benefits.

Why Join Us

This is an opportunity to join the Afghanistan War Commission at a consequential stage of its work and contribute directly to the completion of a comprehensive examination of America's longest war.

As a member of a three-person legal team, the Associate General Counsel/Paralegal will work closely with senior Commission attorneys and staff and will have meaningful responsibility from the outset. The position offers unusual exposure to national security, congressional oversight, executive-legislative branch relations, classified information, records management, and the legal and practical issues involved in completing and closing out a major congressional commission.

The successful candidate will also help shape the Commission's institutional legacy—supporting the release of information underlying its final report and helping preserve and organize the historical record that will remain after the Commission completes its work. The position is particularly well suited to an early-career attorney or experienced legal professional who wants substantive responsibility, enjoys bringing order to complex projects, and takes pride in careful, accurate work that enables a larger mission to succeed.

The Afghanistan War Commission is an equal opportunity employer committed to creating a diverse and inclusive staff to execute its mandate. It complies with applicable hiring and personnel requirements of the Congressional Accountability Act of 1995, including those pertaining to nondiscrimination, veterans' employment and reemployment rights, and veterans' preference. Because employees must possess the required security clearance as a condition of employment, U.S. citizenship is required. The Commission participates in E-Verify.

How to Apply

Submit a current résumé or CV and statement of interest to jobs@awc.senate.gov.

This position description describes the general nature of the work and is not an exhaustive list of all responsibilities, duties, or qualifications associated with the position.