

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

AMENDED

Information for the worksite location has been updated.

ANNOUNCEMENT NO: #17-036	POSITION TITLE: ATTORNEY ADVISOR (Legal Counsel Division)
POSITION GRADE & SERIES: LS-12/1 to 13/3	SALARY RANGE: \$79,810 – \$101,241 Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
OPENING DATE: May 23, 2017	CLOSING DATE: June 13, 2017
DURATION OF APPOINTMENT: Permanent	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Legal Counsel Division 1350 Pennsylvania Avenue NW Washington, DC 20004	NO. OF VACANCIES: One (1)

This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.

DESCRIPTION OF DUTIES: The Office of Attorney General is seeking an Attorney-Advisor for the Legal Counsel Division (LCD). LCD provides legal advice to the Mayor, District agencies, officials and employees on a broad range of legal issues, legislation and regulations. LCD also provides legal advice to the Attorney General on sensitive and high priority matters, and is responsible for drafting legal opinions of the Attorney General. In addition, LCD performs legal reviews of all draft legislation introduced on the Mayor's behalf, all draft rulemakings from the Executive Branch, and all Council-enrolled bills presented to the Mayor. LCD regularly advises on complex issues of constitutional law, statutory construction, the Home Rule Act, and other legal matters particular to the unique status of the District.

The successful candidate will be responsible for: 1) performing extensive legal research and providing detailed oral or written advice to District officials and employees in the Office of the Attorney General, Executive Office of the Mayor and offices of the City Administrator and Deputy Mayors, District agencies, the Council of the District of Columbia, and the District of Columbia Courts with respect to legal issues that arise from the performance of official duties; 2) reviewing legal documents, including bills, regulations, and other issuances to

determine whether they are legally sufficient and appropriate as to form, and drafting proposed language necessary to obviate objections to them; 3) drafting legislation and rulemakings; 4) preparing opinions, legal memoranda, letters, Office Orders, and other documents for the LCD Deputy's or Attorney General's signature; and 5) keeping abreast of judicial, agency, and other changes and interpretations regarding laws and regulations related to the District government.

QUALIFICATIONS: The ideal candidate should have excellent legal research and writing skills, including professional experience that is heavily focused on preparing briefs, legal memoranda or other legal writing involving difficult or sophisticated legal issues, or significant legislative and rulemaking experience.

The applicant must be able to:

- identify all legal and factual issues;
- identify controlling statutory, regulatory, and case authority applicable to each legal issue;
- prepare written work that is persuasive, thorough, well-organized, and well-reasoned and that is appropriate in length, style, and tone;
- prepare all written work in accordance with deadlines set by supervisors and clients; and
- have a demonstrated ability to effectively work with client agencies and colleagues.

In addition, an understanding of the District government and knowledge of constitutional, criminal, administrative or appropriations law is important.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**