

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



**POSITION VACANCY ANNOUNCEMENT**

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| <b>ANNOUNCEMENT NO: #17-045</b>  | <b>POSITION TITLE:<br/>TRIAL ATTORNEY<br/>(Personnel &amp; Labor Relations)</b>  |
| <b>POSITION GRADE &amp; SERIES: LS-14/1 to 15/1</b>  | <b>SALARY RANGE: \$112,155 – \$131,935</b><br><br>Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines. |
| <b>OPENING DATE: June 22, 2017</b>   | <b>CLOSING DATE: July 13, 2017</b>   |
| <b>DURATION OF APPOINTMENT: Permanent</b>  | <b>AREA OF CONSIDERATION: Open to the Public</b>   |
| <b>WORKSITE LOCATION:<br/>Office of the Attorney General<br/>for the District of Columbia<br/>Personnel, Labor and Employment Division<br/>Personnel and Labor Relations Section<br/>441 4<sup>th</sup> Street NW<br/>Washington, DC 20001</b> | <b>NO. OF VACANCIES: One (1)</b>   |

**This position is outside of the collective bargaining unit.**

**DESCRIPTION OF DUTIES:** The District of Columbia Office of the Attorney General (OAG) seeks a Trial Attorney to join its Personnel and Labor Relations Section. Trial Attorneys in the Personnel and Labor Relations (PLR) Section represent District agencies in administrative matters before the Office of Employee Appeals, Office of Hearings and Adjudication/DOES, Office of Administrative Hearings, Office of Human Rights, U.S. Equal Employment Opportunity Commission, Metropolitan Police Department Adverse Action Panels, and Fire and Emergency Medical Services Department Fire Trial Boards. They also provide appellate representation of these matters before the OEA Board, the Compensation Review Board, various FMCS arbitrators, PERB, and Superior Court. Duties include all aspects of civil litigation, i.e. discovery, motions practice, brief writing, and evidentiary hearings. The incumbent serves under the direct supervision of the Chief of the Personnel and Labor Relations Section.

**QUALIFICATIONS:** The ideal candidate should have at least ten (10) years of relevant legal or litigation experience in the area of employment law and possess excellent oral and written communication skills.

**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](mailto: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 4<sup>th</sup> 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**