

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO: #18-044</b>	<b>POSITION TITLE:</b> <b>Agency FOIA Officer/Attorney Advisor</b> (Legal Counsel Division)
<b>POSITION GRADE &amp; SERIES: LS 12/2 to 13/1</b>	<b>SALARY RANGE: \$83,956 – \$96,623</b>  Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
<b>OPENING DATE: August 14, 2018</b>	<b>CLOSING DATE: September 4, 2018</b>
<b>DURATION OF APPOINTMENT: Permanent</b>	<b>AREA OF CONSIDERATION: Open to the Public</b>
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Legal Counsel Division 1350 Pennsylvania Ave. NW Washington, DC 20004	<b>NO. OF VACANCIES: One (1)</b>

**This position is in the collective bargaining unit represented by AFGE Local 1403. If you opt to join the union, and consent, a service fee will be paid through direct payroll deduction.**

**DESCRIPTION OF DUTIES:** The Office of the Attorney General (OAG) seeks an Attorney-Advisor for the Legal Counsel Division (LCD) to assist with requests for information from OAG under the District of Columbia Freedom of Information Act (FOIA). FOIA responsibilities are expected to occupy approximately half of the attorney's time. In addition, the attorney will assist in providing advice to the Advisory Neighborhood Commissions (ANCs), with rulemakings, and with other issues relates to regulations and administrative law.. LCD also provides legal advice to the Mayor, District agencies, officials and employees on a broad range of legal issues, legislation and regulations. In addition, LCD provides legal advice to the Attorney General on sensitive and high priority matters and is responsible for drafting legal opinions of the Attorney General. 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:

- Receiving FOIA and other requests to obtain information, documents, and records from OAG.
- Reviewing and analyzing FOIA requests and the records responsive to such requests.

- Contacting OAG divisions and sections to conduct fact-finding and interviews to obtain pertinent information and documents.
- Consulting with OAG officials and employees about concerns they may have regarding release of those records.
- Researching and evaluating data while conducting word-by-word review of documents and files that may be complex, sensitive, privileged, and lengthy.
- Determining whether the FOIA exemptions to compulsory disclosure will address any concerns about release, entirely or in part.
- Handling, or providing technical assistance to those engaged in, the gathering and redaction of documents responsive to FOIA inquiries.
- Creating logs where needed.
- Preparing detailed determinations, recommendations, and justifications in written correspondence.
- Reviewing and analyzing appeals from denials of access to records withheld and recommending final decision on release or non-release of records.
- Developing or advising on the development of regulations, procedural guidance, and policies on issues related to OAG's implementation of FOIA.
- Communicating in writing or orally with members of the public, the press, or with ANC Commissioners regarding FOIA or other legal issues.
- Performing legal research and providing oral or written advice to OAG officials and employees on FOIA and privilege issues.
- Performing legal research and providing oral or written advice on issues related to ANCs, regulations and administrative law to ANC Commissioners, District officials and employees in OAG, the Executive Office of the Mayor and offices of the City Administrator and Deputy Mayors, and District agencies.;
- Reviewing legal documents, including 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.
- Drafting rulemakings.
- Preparing opinions, legal memoranda, letters, and other documents for the LCD Deputy's or Attorney General's signature.
- Keeping abreast of judicial, agency, and other changes and interpretations regarding laws and regulations related to FOIA, ANCs and administrative law.

**QUALIFICATIONS:** The ideal candidate should: (1) have knowledge of the District of Columbia Freedom of Information Act, or the federal Freedom of Information Act, as well as other applicable information access laws and judicial precedent; (2) have experience in analyzing records and evaluating what portions of information may be released or denied under FOIA; and (3) be able to review, redact and process requests that involve a large volume of documents or electronic mail. Knowledge of OAG's structure, functions, filing and storage procedures, and document management systems, such as Relativity and Adobe, is desirable but not required.

The applicant should also have strong research and writing skills and 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 required by law or set by supervisors and

clients. The applicant must have the ability to handle multiple deadlines in a fast-paced environment. The applicant should also have a demonstrated ability to effectively work with the public and colleagues.

**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**