

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO: #16-040</b>	<b>POSITION TITLE: ATTORNEY ADVISOR/TRIAL ATTORNEY</b>
<b>POSITION GRADE &amp; SERIES: LS-12/1 to 14/1</b>	<b>SALARY RANGE: \$72,060 – \$101,267</b>  Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines. <b>Offers will not be made outside of this range.</b>
<b>OPENING DATE: June 15, 2016</b>	<b>CLOSING DATE: July 6, 2016</b>
<b>DURATION OF APPOINTMENT: Permanent</b>	<b>AREA OF CONSIDERATION: Open to the Public</b>
<b>WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Personnel, Labor and Employment Division 441 4<sup>th</sup> Street NW Washington, DC 20001</b>	<b>NO. OF VACANCIES: One (1)</b>

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

**BRIEF DESCRIPTION OF DUTIES:** The Personnel, Labor and Employment Division (PLED) seeks an attorney to assist the Office of the Attorney General for the District of Columbia (OAG) to implement its independent personnel authority, enforce the requirements of the Language Access Act and defend the District of Columbia on administrative personnel matters.

In connection with implementing OAG's independent personnel authority, duties may include but are not limited to, drafting and providing legal advice on the classification of position descriptions to ensure compliance with local and federal laws and human resource practice, and the development of a compensation structure, evaluation system and rules/regulations which comply with relevant authority, including collective bargaining.

The attorney will ensure OAG's compliance with the requirements of the Language Access Act as a covered entity and assist in implementing all of the Act's requirements including training, managing claims of potential violations and recommending resolution. In addition, the attorney may 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, the Compensation Review Board, various FMCS arbitrators, PERB, and Superior Court. Before these forums, duties may include all aspects of civil litigation, i.e. discovery, motions practice, brief writing, and evidentiary hearings.

The successful candidate should have at least one year of relevant legal experience and excellent research and writing skills.

**ELIGIBILITY:** The candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your appointment.

**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 (202-724-7716), 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.

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

**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**