

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General**



ATTORNEY-ADVISOR

**District of Columbia Department of General Services (DGS)
Office of the General Counsel**

Vacancy Announcement OAG-13-048

LA 14/7 salary range \$81,563- \$115,662*

The Office of the Attorney General for the District of Columbia is seeking an Attorney Advisor for the Department of General Services (DGS). The Attorney Advisor will report to the General Counsel and the Deputy General Counsels and will provide legal advice and assistance within DGS.

The Department of General Services (DGS) was established in October of 2011 and assumed the functions and responsibilities of the Department of Real Estate Services (DRES), Office of Public Education Facilities Modernization (OPEFM) and the capital construction and real property management functions of several other District agencies.

The Department of General Services:

- Manages the capital improvement and construction program for District government facilities;
- Acquires real property, by purchase or lease, for use by the District government;
- Manages space in buildings and adjacent areas operated and leased by the District government;
- Provides building services for facilities owned and occupied by the District government, including engineering services, custodial services, security services, energy conservation, utilities management, maintenance, inspection and planning, and repairs and non-structural improvements; and
- Disposes of District real and personal property through sales, leases, or other authorized methods.

The Attorney Advisor will provide legal support to DGS in the following areas: 1) negotiating and preparing commercial leases and other real estate documents – rights of entry, license agreements, etc.; 2) handling real estate transactions; 3) providing legal support for lease administration, including preparing amendments, work agreements, estoppels, SNDAs, extension requests, termination notices, default notices; 4) providing litigation support; and 5) providing assistance as needed in all operational areas of the agency, including contracts, procurement, facility management, security services and human resources.

The successful candidate must have a law degree and be a member of the District of Columbia Bar or eligible for waiver into the bar. If a candidate is selected and is not a member of the District of Columbia Bar, he/she must apply for membership and show proof of such prior to the commencement of employment. The ideal candidate should have experience in the following areas: local government law, real estate, construction, leasing, procurement law, zoning, and litigation. In addition, the candidate must have the skill and ability to gather, develop, evaluate and analyze investigative information from a variety of sources to determine compliance with District government and federal statutes, rules and regulations. Experience in negotiating, drafting and reviewing commercial real estate documents including drafting of commercial leases and land purchase and acquisition contracts is required.

This position is a 13-month term position, and is subject to annual renewal by the agency. The position is within the Collective Bargaining Unit. Candidates for the position will be subject to a background check. Open until filled.

Please reference vacancy announcement number in your cover letter.