

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Attorney General



Vacancy Announcement: 15-022

SENIOR COUNSEL

Office of the Attorney General for the District of Columbia

Salary range: \$130,000-\$150,000* (LX-2 Band)

The District of Columbia Office of the Attorney General (OAG) seeks a Senior Counsel to serve as expert advisor to the Attorney General and the Chief Deputy Attorney General in providing legal advice for the Office of Attorney General and assists with planning and policy decision-making; and, implementing, coordinating and directing legal matters to improve legal service delivery to its clientele.

The purpose of this position is to serve as confidant, troubleshooter and senior legal adviser to the Attorney General and the Chief Deputy Attorney General on all legal and policy work of the office. The incumbent will perform a variety of professional legal duties involving complex municipal law issues including oversight of practice areas, case management and major projects. The incumbent will work independently exercising the highest level of professional judgment and skill in the performance of all assignments.

This position is located in the Immediate Office and is a senior executive position that will handle high-level, complex matters. The Office of the Attorney General is responsible for all the law business of the District of Columbia, including but not limited to, prosecuting and defending civil litigation in the D.C. Superior Court and U.S. District Court for the District of Columbia and appeals in the D.C. Court of Appeals, the U.S. Court of Appeals for the D.C. Circuit, and U.S. Supreme Court.

The successful candidate will serve under the direct supervision of the Attorney General and Chief Deputy Attorney General. The candidate will be responsible for developing and instituting program guidelines, new and improved policies, procedures and processes to effect efficient program operations; independently planning, developing and instituting short/long term Division plans and activities, incorporating strategic provisions as required. The candidate will be responsible for overseeing the review, research, and preparation of responses for the Attorney General and the Chief Deputy Attorney General to selected and sensitive, and often confidential inquiries and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal governments, the media, and those surrounding jurisdictions, members of the private sector, and the general public; preparing testimony for the Attorney General for presentation at hearings before the Council of the District of Columbia, congressional committees, and other public appearances; representing and speaking for the Attorney General and the Chief Deputy Attorney General on various complex and sensitive issues; preparing legal documents on complex and substantive matters of an urgent nature; providing summary analyses of issues and recommendations for consideration of the Attorney General and the Chief Deputy Attorney General; and conducting extensive and detailed research

of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements. The successful candidate may also be responsible for drafting and justifying the annual budget and multi-year plan to make the best use of available resources; to implement the most cost-effective and beneficial strategies to accomplish the mission of the OAG; and, assuring that a system for reporting and accountability is established and implemented.

The successful candidate must have significant legal experience; excellent research and writing skills; strong organizational skills with ability to work efficiently and in a fast-paced work environment; strong people skills; and experience in managing projects.

The successful candidate must also 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 initial hire.

This position is outside the Collective Bargaining Unit and requires the establishment of residency in the District of Columbia within 180 days of appointment.

Candidates may be subject to a criminal background check.

All applicants should submit a cover letter, which specifically addresses the applicant's experience in those areas listed in the qualification criteria, resume, writing sample, a completed DC Form 2000, a certificate of good standing, and list of three references. Applications should be submitted to Kim McDaniel, Director of EEO, Recruitment and Hiring, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, D.C. 20001. **Closing Date: May 11, 2015.**

Please reference vacancy announcement number in your cover letter.

*** Salary in this range will be based on applicable rules, regulations and guidelines.**