

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



**Vacancy Announcement: 15-023**

**SECTION CHIEF**  
**Civil Enforcement Section, Public Interest Division**

**Salary range: \$98,319 - \$128,878\* (LX-1 Band)**

The Civil Enforcement Section of the Public Interest Division is seeking candidates for the position of Section Chief. The Section represents the District of Columbia in a variety of affirmative civil and administrative litigation matters in the Superior Court and before a variety of administrative Boards or the OAH. The Section's cases include the enforcement of the District's laws and regulations in a variety of areas, including, but not limited to: occupational and professional licenses; local, small, and disadvantaged business licenses; building and zoning permits; and alcoholic beverage control (ABC) licenses. These matters involve the denial of applications, suspension or revocation of licenses, the imposition of fines and other disciplinary action.

The Section also handles affirmative civil litigation matters including cases arising under the District's False Claims Act; probate and escheat proceedings; Medicaid and other health care assistance reimbursement/recovery; other collection matters; administrative appeals to D.C. Superior Court; landlord and tenant (L&T) actions in which the District is the landlord; liquidation proceedings on behalf of the Department of Insurance, Securities and Banking; injunctive and declaratory actions; and civil forfeitures of seized assets related to activities involving prostitution, drugs, firearms, gambling, and illegal dumping. In a number of areas, the Section may collaborate with other Sections within the Public Interest Division to pursue combined civil and criminal prosecutions where authorized by law. The Section also handles a variety of miscellaneous affirmative litigation matters that come to the Section from a variety of agencies seeking to exercise their enforcement authority through the Superior Court. The majority of the Section's cases involve working with DOH, DCRA, MPD, the IG, ABRA, and OPM.

Primary responsibilities of the Section Chief will include supervision of all staff and all other aspects of management related to a high volume and aggressive affirmative civil practice. This position requires a high degree of independence in day-to-day operations and a person who can demonstrate that he or she works well with other professionals in a fast-paced environment. Good judgment and experience working in a high volume and fast-paced environment are critical. Civil litigation experience is required, and additional Criminal Litigation experience is preferred.

The responsibilities of the Chief include, but are not limited to:

- Under supervision of the Deputy, hiring, training, supervision, and evaluation of all Section staff;

- Establishing policies and priorities related to litigation of the cases within the Section's purview;
- Reviewing and approving pleadings, motions, memoranda, and correspondence;
- Reviewing litigation outcomes and make timely recommendation where appellate review is needed;
- Regularly monitoring progress by staff in assigned cases and other matters/projects;
- Monitoring compliance of staff with the Attorney General's Performance Contract requirements, including ensuring full compliance with customer service standards;
- Maintaining requisite legal, management, interagency, human relations, and management-labor knowledge and skills; and
- Collecting, maintaining, and disseminating timely, accurate and up-to-date data on the Section's activities, including collecting and tabulating various statistics such as monthly performance results.

The successful 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 initial hire as an attorney with the bar.

This position is outside the Collective Bargaining Unit. Candidates for the position may be subject to a 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.**

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#### NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., 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, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is 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 subjected to disciplinary action.