

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #16-035	POSITION TITLE: SECTION CHIEF (Supervisory Trial Attorney for Neighborhood & Victim Services)
POSITION GRADE & SERIES: LX-01	SALARY RANGE: \$101,268 - \$115,000 per year *This position is budgeted to \$115,000 per year only. Offers will not be made outside of this range.
OPENING DATE: May 17, 2016	CLOSING DATE: June 07, 2016
DURATION OF APPOINTMENT: Legal Service	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Public Safety Division Neighborhood & Victim Services Section 441 4 th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The Public Safety Division (PSD) of the Office of the Attorney General for the District of Columbia (OAG) is seeking candidates for the position of Chief of the Neighborhood & Victim Services (NVS) Section. The NVS Section is a small, boutique group of attorneys who address public safety issues in the District's communities using a variety of civil, criminal and alternative dispute resolution practices designed to increase the quality of life and protection of the District's residents. The Chief is responsible for litigation and the management of the day-to-day operations of NVS, which includes the supervision of various kinds of litigation and other legal services, community outreach, and victim and witness services. The NVS Section Chief supervises attorneys, paralegals, interns and Victim-Witness Program Specialists.

The Section's legal work is broad based and includes: (1) working with the Metropolitan Police Department (MPD), Department of Consumer and Regulatory Affairs (DCRA), and other D.C. Government and law enforcement agencies to address nuisance properties (both through agency administrative enforcement actions and/or litigation initiated by NVS) in District neighborhoods; (2) investigation and litigation of nuisance property cases under various criminal and civil statutes, including violations of the construction codes, housing codes, and fire codes, as well as cases brought under the Drug Related Nuisance Abatement Act, the Residential Drug-Related Evictions Act, the vacant property registration laws, and other available laws; (3) investigating, negotiating and litigating cases identified as essential to protecting affordable housing and tenant's rights through the OAG's housing initiatives; (4) litigating to protect District residents from other abuses, potentially including wage theft and other improper labor and employment practices; and (5) serving as one of OAG's liaisons to the community in order to hear and better address residents' concerns. The Section's Victim-Witness Program Specialists are responsible for providing referral and support services to victims and witnesses in juvenile delinquency cases brought by OAG's Juvenile Section, and in limited cases brought by OAG's Criminal and Domestic Violence Sections. They serve as backup liaisons between the prosecutors (AAGs) and

crime victims and witnesses. Additionally, Victim Specialists help to support and staff OAG's juvenile justice initiatives on conflict mediation and violence prevention using restorative justice principles.

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

- Training, supervision, evaluation, and discipline (if necessary) of all Section staff, under the direction of the Deputy Attorney General for Public Safety; including:
 - Regularly monitoring progress of staff in assigned cases and other projects;
 - Monitoring compliance of staff with the Attorney General's Performance Contract requirements, including ensuring full compliance with customer service standards;
 - In coordination with the Deputy and other Section Chiefs, planning and/or conducting training for new and experienced trial attorneys and new and experienced Victim-Witness Program Specialists;
 - Maintaining requisite legal, management, inter-agency, human relations, and 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 that show performance results and assist in identifying evidenced-based best practices;
- Managing the litigation work of the Section, including:
 - Establishing litigation priorities, in consultation with the Deputy, and assigning nuisance property and other matters accordingly;
 - Supervising trial attorneys in all aspects of civil and criminal nuisance property and other prosecutions, including working closely with DCRA, other agencies and MPD during the pre-filing investigative stage;
 - Reviewing and submitting for approval pleadings, motions, memoranda, and correspondence;
 - Reviewing litigation outcomes and determining when appellate review may be needed;
 - Otherwise working closely with senior staff at MPD and DCRA and other enforcement agencies to address all types of nuisance properties and other issues relevant to neighborhood services;
 - Assisting and supervising in providing legal services, as needed, related to agency functions that are meant to improve neighborhood services and safety, including the OAG's affordable housing and potentially wage theft initiatives; and
 - In consultation with the Deputy and the chiefs of other PSD Sections, establishing priority areas for Victim-Witness Program Specialists and assigning cases accordingly;
- Liaising with other components within OAG, the District government, and the community at large, including:
 - Attending management meetings with or on behalf of the Deputy and the Attorney General as requested, as well as other specific meetings with relevant agencies;
 - Interacting with D.C. Council Members and their staff to ensure that Council Members are kept abreast of efforts and progress by OAG and other agencies to address problems raised by constituents as assigned;
 - Attending assigned and appropriate community meetings, including serving as OAG's representative;
 - Serving as OAG's representative for any relevant community task forces and committees, and a number of victim services and other similar interagency groups; and

- Assisting in the implementation and supervision of the OAG's community outreach to tenants and housing associations.

QUALIFICATIONS: The candidate must have at least 3-5 years practice in criminal prosecution or similar experience dealing with agency-level administrative/regulatory enforcement or civil enforcement work; excellent oral and writing skills; and demonstrated ability to supervise and to direct the day-to-day activities of professional and support staff in a litigation-oriented office. Experience in working with a victim advocacy program and/or in dealing with victim-related issues is strongly preferred, as is a demonstrated passion for working with and aiding communities through a community-oriented lawyering approach.

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 in to the District of Columbia Bar within 36- days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

HOW TO APPLY: Candidates should e-mail one PDF file which includes the following, addressed to Ms. L. Dodson, HR Specialist, (202-724-6632) at OAG.RecruitmentAttorney@DC.gov by 11:59pm of the closing date indicated above:

- 1) A cover letter;
- 2) Résumé;
- 3) List of three (3) references; and
- 4) Writing sample.

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.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District residents' applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of 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**