

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 16-043 & 16-044	POSITION TITLE: (2) SUPERVISORY TRIAL ATTORNEYS (Chiefs of Child Protection Sections)
POSITION GRADE & SERIES: LX-1	SALARY RANGE: \$101,268 – \$114,000 Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
OPENING DATE: July 20, 2016	CLOSING DATE: August 10, 2016
DURATION OF APPOINTMENT: Permanent	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Family Services Division Child Protection Sections 200 I Street SE Washington, DC 20003	NO. OF VACANCIES: Two (2)

These positions are outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The Family Services Division (FSD) of the Office of the Attorney General for the District of Columbia (OAG) is seeking candidates for two Chief positions within the Child Protection Sections. The Child Protection Sections represent the District of Columbia on behalf of the Child and Family Services Agency in child abuse and neglect cases in the Family Court of the D.C. Superior Court. The Chief is responsible for supervision of litigation and other legal services. The CPS Section Chief supervises attorneys primarily, but could also supervise paralegals, support staff and interns.

The Child Protection Sections represent the District of Columbia on behalf of the Child and Family Services Agency (CFSA) in an attorney-client relationship in child abuse and neglect cases in the Family Court of the D.C. Superior Court. There are four Child Protection Sections; attorneys in these sections handle all aspects of child neglect litigation on behalf of the District and CFSA, from petitioning through the achievement of permanency. Attorneys are responsible for petitioning new cases alleging child abuse or neglect, propounding and/or responding to discovery, filing and/or responding to pre-trial motions, participating in mediation, preparing witnesses to testify at trial, and presenting evidence at trial. The attorneys also represent CFSA post-adjudication with the goal of ultimately securing a safe and permanent home for children through reunification, adoption or guardianship. In the post-adjudication phase of a neglect case, attorneys are responsible for representing CFSA at review of disposition, status and permanency hearings, participating in evidentiary hearings, filing motions and responsive pleadings. In addition, the attorneys provide advice and counsel to

social workers and other professionals from CFSA regarding compliance with local and federal law, participate in team meetings as necessary, and work with various multi-disciplinary team members. Attorneys simultaneously maintain a trial caseload and post-adjudication caseload.

The responsibilities of the Chief of CPS 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 Family Services, 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 support staff;
 - 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 pre-trial matters accordingly;
 - Supervising trial attorneys in all aspects of child abuse and neglect proceedings before the Family Court of the DC Superior Court.
 - Reviewing and submitting for approval pleadings, motions, memoranda, and correspondence;
 - Reviewing litigation outcomes and determining when appellate review may be needed;
 - Reviewing division policies and procedures to ensure that the practice remains up to date and the work of the division runs smoothly;
 - Working closely with the other section chiefs to ensure equitable distribution of cases and to ensure consistency in practice amongst the four sections;
 - Establishing relationships with agency staff and other stakeholders to identify and address systemic issues. In addition, ensure that attorneys are working closely with staff at CFSA and other agencies to address compliance with court orders;
- 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;
 - Attending assigned and appropriate community meetings, including serving as OAG's representative; and
 - Serving as OAG's representative for any relevant agency, Court or community task forces and committees, and other similar interagency groups.

QUALIFICATIONS: The candidate must have at least 3 – 5 years of practice in prosecution or similar experience dealing with agency-level litigation; 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 working with child welfare and/or in dealing with child abuse and neglect issues is strongly

preferred, as is a demonstrated passion for working with and aiding children and families. Ability to work well in a team environment as well as work collaboratively with a client agency and the court system is required.

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 360 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: 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 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 4th 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**