

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



**POSITION VACANCY ANNOUNCEMENT**

**\*AMENDED\***

This announcement is being re-advertised. Those who have already applied need not re-apply.

<b>ANNOUNCEMENT NO: #17-001</b>	<b>POSITION TITLE: SUPERVISORY TRIAL ATTORNEY (Civil Litigation Division)</b>
<b>POSITION GRADE &amp; SERIES: LX-01</b>	<b>SALARY RANGE: \$108,478 – \$137,113</b>  Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
<b>OPENING DATE: November 14, 2016</b>	<b>CLOSING DATE: December 5, 2016</b>
<b>DURATION OF APPOINTMENT: Permanent</b>	<b>AREA OF CONSIDERATION: Open to the Public</b>
<b>WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Civil Litigation Division, Section II 441 4<sup>th</sup> Street NW Washington, DC 20001</b>	<b>NO. OF VACANCIES: One (1)</b>

**This position is outside of the collective bargaining unit.**

**DESCRIPTION OF DUTIES:** The Civil Litigation Division of the Office of the Attorney General for the District of Columbia is seeking a Chief for Litigation Section II (“Section II”). Section II, along with three other Sections in the Civil Litigation Division, defends the District of Columbia in civil lawsuits brought for monetary damages, ranging in subject matter from slip and falls, motor vehicles accidents, and inmate assaults, to government contracts, police false arrest/use of excessive force, as well as employment cases filed under Title VII, the ADA, the ADEA and similar statutes. In addition, Section II also handles cases brought under the Individuals with Disabilities Education Act (“IDEA”).

The Section II Chief’s duties include, but are not limited to:

- Supervising approximately seven Assistant Attorneys General (“AAG”) in all aspects of civil trial work in the Superior Court of the District of Columbia and the United States District Court for the District of Columbia;

- Supervising non-attorney staff, including a staff assistant and three paralegals;
- Ensuring proper case assignment and case transfers to and coverage by AAGs to meet court, mediation, and other schedules or deadlines;
- Reviewing and approving pleadings, motions, memoranda, discovery, and correspondence;
- Evaluating cases for settlement purposes and authorizing or recommending settlement amounts;
- Monitoring compliance of AAGs and staff with the Attorney General's Performance Contract requirements, including response to contacts within 24 hours and successful litigation outcome rates.
- Reviewing litigation outcomes and make timely recommendation where appellate review is needed;
- Attending management meetings with the Deputy and Office of the Attorney General as requested, as well as attend such management and other specific meetings with the Agency, its units, or personnel as necessary or requested;
- Assisting in interviewing, reviewing, evaluating, and, where necessary, disciplining AAGs and staff, in accord with D.C. Rule of Professional Conduct and OAG standards and policies.
- Maintaining requisite legal, management, inter-agency, 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.

The successful candidate must have a law degree and must be a member of the District of Columbia Bar. The candidate must also have prior managerial experience either as a manager or acting manager of an administrative unit or office or have served on a number of trial teams as the lead counsel, excellent writing and editing skills, prior jury trial experience, and outstanding interpersonal skills. A minimum of seven to ten years of litigation experience is required. Experience in trying complex employment and/or 42 U.S.C. § 1983 lawsuits is highly desirable. Experience with the IDEA is also desirable.

**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 into 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.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**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](mailto: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 4<sup>th</sup> 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.

**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**