

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Attorney General



ASSISTANT SECTION CHIEF
Criminal Section, Public Safety Division

Vacancy Announcement #16-004

***Salary range: \$101,268 – \$105,508 (LX-01 Band)**

The Public Safety Division is seeking candidates for the position of Assistant Section Chief of the Criminal Section. The selected candidate will work under the supervision of the Section Chief and assist in managing the attorney and support staff workforce.

The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia. Specifically, the Section prosecutes all traffic offenses, including drunk drivers and individuals who flee after accidents; quality of life offenses, including all offenses relating to providing alcohol to minors and possession of false identification to purchase alcohol, as well as indecent exposure; and fraud of government agencies, including tax fraud, welfare fraud, and other specific offenses as requested by the agencies (including some fraud cases that may be simultaneously prosecuted by the Civil Enforcement Section). Attorneys in the Criminal Section participate in the D.C. Superior Court's Traffic Community Court, and evaluate cases to determine whether to proceed to trial or to offer alternative means of resolving the cases, such as diversion into community service. The legal work is high volume and fast-paced.

Primary responsibilities of the Assistant Section Chief will include supervision of the Section's daily papering (intake) operations; ensuring that the courtrooms are staffed; making case assignments; assisting in training and all aspects of supervision of the attorneys, paralegals and support staff; providing advice to the attorneys; and all other aspects of management related to a high volume criminal practice. The selected candidate may be expected to make occasional court appearances, and may maintain a small and very specialized caseload. This position requires a relatively 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.

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. The candidate for this position will also have experience in criminal litigation, including jury trial experience, preferably as a prosecutor. Knowledge of D.C. Superior Court is desirable but not required.

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

If interested, please submit a cover letter, specifically addressing relevant experience, a résumé, writing sample, and a list of three references electronically to oag.recruitmentattorney@dc.gov, or by mail to the Attorney Hiring Committee, Attention: Arlyntha Love, Recruitment and Hiring Office, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, DC 20001. Please reference the vacancy announcement number in your cover letter. **Closing Date: November 24, 2015.**

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

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.