

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 16-026	<b>POSITION TITLE:</b> Chief, Litigation Section III
<b>POSITION GRADE &amp; SERIES:</b> LX - 01	<b>SALARY RANGE:</b> \$101,268 - \$142,055 per annum  Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
<b>OPENING DATE:</b> April 1, 2016 <b>CLOSING DATE:</b> April 22, 2016	
<b>AREA OF CONSIDERATION:</b> Open to the Public	<b>DURATION OF APPOINTMENT:</b> Permanent
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Civil Litigation Division General Litigation Section III 441 4 <sup>th</sup> Street NW Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)

**COLLECTIVE BARGAINING UNIT:** This position is outside of the collective bargaining unit.

The Civil Litigation Division of the Office of the Attorney General for the District of Columbia seeks a Chief for Litigation Section III (“Section III”). Section III, along with two 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 police false arrest/use of excessive force and other civil rights cases, as well as employment cases filed under Title VII, the ADA, the ADEA and similar statutes.

**BRIEF DESCRIPTION OF DUTIES:** The Section III Chief’s duties include, but are not limited to:

Supervising approximately 10 Assistant Attorneys General (“AAGs”), as well as additional pro bono attorneys, 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 one or more 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 the Attorney General as requested, as well as attending 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; assisting with procurement for the Section's needs and managing budgeted funds; 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.

**ELIGIBILITY:** Candidates must have a law degree and be a member of the District of Columbia Bar or be a member of another bar who is eligible for waiver into the District of Columbia bar within 360 days of appointment. **Candidates 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.** In addition, the successful candidate will have 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 handling personal injury, employment discrimination/whistleblower and or claims under 42 U.S.C. § 1983 is highly desirable, as is knowledge of municipal law. Prior judicial clerkship experience is highly desirable but not required.

**TO APPLY:** If you are interested in this opportunity, please e-mail a PDF file containing: 1) a cover letter summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position, (include the vacancy number); 2) resume; 3) writing sample; 4) most recent performance evaluation; and 5) list of 3 references electronically to [oag.recruitmentattorney@dc.gov](mailto:oag.recruitmentattorney@dc.gov): Loretta Dodson, Human Resource Specialist, District of Columbia Office of the Attorney General, 441 4th Street, N.W., Suite 1100 South, Washington, D.C. 20001.

**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 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 veteran's preference must submit official proof of 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 final candidate will be subject to a background investigation including reference checks.

**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, 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.

