

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Attorney General



SECTION CHIEF

Criminal Section, Public Safety Division

Vacancy Announcement #16-003

***Salary range: \$101,268 – \$115,000 (LX-01 Band)**

The Office of the Attorney General for the District of Columbia is seeking candidates for the position of Section Chief for the Criminal Section of the Public Safety Division. The selected candidate will work under the supervision of the Deputy Attorney General and Assistant Deputy Attorney General of the Public Safety Division. The Section Chief will supervise an Assistant Section Chief and approximately 15-20 line attorneys, 2 paralegals and 5 clerical staff.

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; 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); and miscellaneous offenses designated by the D.C. Council, such as parental kidnapping. 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. The Section handles over 10,000 cases per year.

Primary responsibilities of the Section Chief will include supervision of all staff and all other aspects of management related to a high volume criminal practice. This position requires a 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. Good judgment and experience working in a high volume and fast-paced environment are critical.

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

- Under supervision of the Deputy, hiring, training, supervision, and evaluation of all Section staff;
- Establishing policies and priorities related to litigation of the cases within the

Section's purview;

- Reviewing and approving pleadings, motions, memoranda, and correspondence;
- Reviewing litigation outcomes and make timely recommendation where appellate review is needed;
- Regularly monitoring progress by staff in assigned cases and other matters/projects;
- Monitoring compliance of staff with the Attorney General's Performance Contract requirements, including ensuring full compliance with customer service standards;
- Attending meetings with or on behalf of the Attorney General and Deputy Attorney General as requested, as well as regularly attending interagency meetings and meetings with court administrative staff and Judges;
- Attending community meetings related to concerns about criminal, quality of life and public safety issues;
- Working closely with officers, officials and staff at all levels of the Metropolitan Police Department(MPD), Department of Consumer and Regulatory Affairs (DCRA), Department of Corrections (DOC), Office of the Chief Medical Examiner (OCME), U.S. Attorney's Office (USAO) and other law enforcement-related agencies to address law enforcement policy, interagency coordination, legislation and other issues relevant to the work of the Criminal Section;
- In connection with the Deputy, interacting with D.C. Council Members and their staff on matters related to criminal prosecution and law enforcement, including reviewing, drafting and analyzing criminal legislation;
- Maintaining requisite legal, management, interagency, 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, including collecting and tabulating various statistics such as monthly performance results.

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.

A candidate for this position must have experience in criminal litigation, including jury trial experience, preferably as a prosecutor. The candidate should also have 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 entity. 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.