

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**



**SECTION CHIEF**  
**Juvenile Section, Public Safety Division**

**Vacancy Announcement #16-002**

**\*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 Juvenile Section of the Public Safety Division (PSD). The selected candidate will work under the supervision of the Deputy Attorney General of the PSD. The Section Chief will supervise 2 Assistant Section Chiefs and approximately 25 line attorneys and 5 support staff.

The Juvenile Section is responsible for all juvenile prosecutions in the District of Columbia. Its goal is to ensure public safety, justice and due process for all affected youth, with particular attention to the special goals of care and rehabilitation of youth. Its cases are brought in the Family Court of the District of Columbia Superior Court. The attorneys manage all aspects of juvenile cases, from intake and charging, through motions and trial practice, to sentencing and placement. The Section also participates in many interagency law enforcement and juvenile justice initiatives, participates in crime reduction programs, and works closely with the Neighborhood and Victim Services (NVS) Section and an investigator for PSD to ensure fair and just treatment of victims and witnesses in juvenile cases. The Section also has a significant role in the truancy initiatives under the District's compulsory school attendance laws, and works closely with partner agencies on these initiatives. In addition to delinquency cases, the Section also brings cases against parents who violate the District's Compulsory School Attendance Act. The Section Chief has a significant leadership role in many of these interagency projects.

Primary responsibilities of the Section Chief include supervision of all staff and all other aspects of management related to a demanding 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 fast-paced environment are critical. Experience as a prosecutor is preferable and familiarity with the District's criminal and juvenile systems or experience working in other states' criminal justice systems is extremely helpful.

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 recommendations 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;
- Working closely with the Chief of the NVS Section and the Special Counsel for Juvenile Justice Reform to coordinate the victim and witness assistance program and the youth mediation program;
- 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 juvenile crime, quality of life and public safety issues;
- Working closely with officers, officials and staff at all levels of the Metropolitan Police Department (MPD), the Department of Youth Rehabilitation Services (DYRS), the Office of the Chief Medical Examiner (OCME), the United States Attorney's Office (USAO), the Child Advocacy Center (CAC) and other law enforcement and juvenile justice-related agencies, local and federal, to address law enforcement policy, interagency coordination, juvenile justice policy/reform, legislation and other issues relevant to the work of the Juvenile Section;
- Along with the Deputy, interacting with D.C. Government officials on matters related to juvenile prosecution and law enforcement, including reviewing, drafting and analyzing legislation;
- Maintaining requisite legal, management, interagency, human relations, and management-labor knowledge and skills;
- 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; and
- Litigating appropriate matters or cases in D.C. Superior Court.

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 ideal candidate should also have a working knowledge of the operations of the District government; a knowledge of District of Columbia criminal law and procedure and/or familiarity with Title 16 of the D.C. Code and rules governing Family Court proceedings. In addition, the

candidate must have excellent interpersonal skills; outstanding oral and written communication skills and litigation skills; and the ability to manage in a fast-paced environment.

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

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](mailto: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.