

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



**TRIAL ATTORNEY**

**Commercial Division, Tax and Finance Section**

**Vacancy Announcement #OAG-14-006**  
**\*Salary range: LS-12- \$70,657 - \$80,085**

The Commercial Division is comprised of various Sections, one of which is the Tax and Finance Section, that work together to support the economic development and governmental operation requirements of the District of Columbia Government. The Tax and Finance Section represents the Office of Tax and Revenue (“OTR”) in all tax litigation, and represents the Office of the Treasurer and the Office of the Deputy Mayor for Planning and Economic Development as issuer counsel on all bond and note issuances, and provides legal advice on other municipal finance transactions.

The Office of the Attorney General is currently seeking a trial attorney who will serve as trial counsel exclusively for real property tax assessment appeals filed in the Superior Court’s Tax Division. The incumbent will be one of two principal trial attorneys handling real property tax assessment appeal litigation. The incumbent serves as defense counsel for the District of Columbia in real property tax assessment litigation with full responsibility for preparation for trial and actual trial of cases assigned.

Under the supervision of the Chief, Tax and Finance Section (“Supervisor”), and in collaboration with OTR’s Real Property Tax Administration, incumbent reviews information presented by OTR, and relevant case law, and develops guidelines and standards for determining which tax assessment appeal cases should be set for trial. Reviews for this purpose include interviewing agency officials, other potential witnesses, available documents, and other sources of information. Based on the guidelines and standards developed, and in coordination with Supervisor and OTR, incumbent recommends which tax assessment appeal cases should be set for the trial track; prepares responses, motions, legal briefs, and memoranda as appropriate for tax assessment appeal cases assigned; prepares and conducts bench trials including preparation of witnesses, and exhibits; collects and organizes evidence; prepares for and conducts all discovery and other pretrial matters; identifies and procures expert services; examines witnesses and presents oral arguments; subsequent to trial, and in coordination with Supervisor, performs extensive legal research and prepares detailed findings of fact and conclusions of law in accordance with judicial and office policies, procedures, and precedents, for submission to the court; negotiates resolution of cases and determines when continued proceedings are no longer in the best interest of the District of Columbia; attends and participates in mediation sessions; and prepares documentation and necessary court papers to implement negotiations; performs all

functions related to cases and trial calendar management, including pretrial activities, motions practice, trial scheduling, preparation of case transfer or closing-out reports, case file entry updating, documentation of action taken or orders issued, timely preparation and service of filings, timely issuance of subpoenas, and all other activities associated with litigation; compiles monthly and quarterly statistical and status reports on cases assigned; performs other related tasks as may become necessary in the course of the work.

Successful candidate should have extensive knowledge of litigation techniques sufficient to represent the District of Columbia in tax litigation and related activities; comprehensive knowledge of policies, regulations and legal precedent in interpreting and applying subject knowledge to real property tax assessment issues; familiarity with property valuation concepts; skill in communicating concisely and effectively, orally and in writing; skill in applying sound judgment in analysis of cases, and deriving logical conclusions; skill in analysis and resolution of complex legal issues in an orderly, systematic, and effective manner. Minimum two years litigation experience desirable, preferably with some experience in the tax area.

The successful candidate must have a law degree and be a member of the District of Columbia Bar or eligible for waiver into the bar within 360 days of assuming the position.

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

This position is within the Collective Bargaining Unit. Candidates for the position may be subject to a background check. The position is a 13-month term position, with renewal subject to funding. Open until filled. Screening of applications will begin on November 29, 2013.