

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



**General Counsel
Office of the Chief Medical Examiner (OCME)
Office of the General Counsel**

**Vacancy Announcement #14-017
Salary range: LX-2 -- \$106,086 - \$113,060***

The General Counsel provides legal advice and support to OCME in its mission and programs. The mission of the OCME is to investigate and certify all deaths in the District of Columbia that occur by any means of violence (injury), and those that occur without explanation or medical attention, in custody, or which pose a threat to the public health. OCME provides forensic services to government agencies, health care providers and citizens in the Washington D.C. metropolitan area to ensure that justice is served and to improve the health and safety of the public.

The duties of this position include managing the following programs:

- **Death Investigation and Certification:** This program comprises OCME's core mission and function of providing forensic and investigative services in order to certify all deaths. OCME services the area of D.C. Any person who dies in the District, or whose death is pronounced in the District, falls under OCME's jurisdiction; **Agency Management:** This program primarily supports the Citywide Strategic Priority areas and the purpose is to provide operational support to the agency so that the necessary tools to achieve operational and programmatic results are available; **Fatality Review:** This program incorporates the Child Fatality Review Committee (CFRC), the Mental Retardation and Developmental Disability Fatality Review Committee (MRDD FRC), and the Domestic Violence Fatality Review Board (DVFRB);
- **Metropolitan Police Department (MPD) Breath Testing Program:** OCME is responsible for operating and the management of the MPD Breath Test Program. It includes training and certifying the officers, ensuring that the instruments are working properly, instituting policies and procedures for the program, and testifying in court when necessary.

The successful candidate must have a law degree and must either be a member of or eligible for waiver into the District of Columbia Bar. If a candidate is selected and is not a member of the District of Columbia Bar, he/she must apply for membership and show proof of such prior to the commencement of employment. The candidate must also have strong interpersonal and communication skills; good work ethic; strong analytical skills and the ability to work independently; must have strong written communication skills; legal research and writing ability; must have knowledge of the Freedom of Information Act and Equal Employment Opportunity Act; knowledge and/or experience in personnel and

litigation support is a plus; must be a self-starter and self-motivator, and have experience representing an agency, organization or business client; knowledge of forensic science issues within the purview of the office, such as biology or toxicology, would be a plus.

Candidates for this position may be subject to criminal background check. The selected candidate must be a resident of the District of Columbia, or must move into the District within 6 months of appointment and remain a District resident as long as he/she holds the position. Open until filled. Screening of applicants will begin on January 24, 2014. 2014.