

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



**CHIEF, NEIGHBORHOOD & VICTIM SERVICES SECTION
Public Safety Division
Vacancy Announcement #13-065
Salary range: LX-1 \$95,455 - \$102,559***

The Public Safety Division of the Office of the Attorney General for the District of Columbia is seeking candidates for the position of Chief for the Neighborhood & Victim Services (NVS) Section. The Chief is responsible for overseeing the day-to-day operations of NVS, which provides a variety of litigation and other legal services, community outreach, and victim and witness services.

The NVS Section Chief will supervise paralegals, attorneys, and Victim-Witness Program Specialists. The attorneys are responsible for: (1) providing legal assistance in a broad number of areas to the eight Wards in the District of Columbia; (2) working with the Metropolitan Police Department (MPD), Department of Consumer and Regulatory Affairs (DCRA), and other law enforcement agencies to address nuisance properties (both through agency administrative enforcement actions and/or litigation initiated by NVS) in District neighborhoods; (3) investigation and litigation of nuisance property cases under various criminal and civil statutes, including violations of the construction codes, housing codes, and fire codes, as well as cases brought under the Drug Related Nuisance Abatement Act, the Residential Drug-Related Evictions Act, the vacant property registration laws, and other available laws; and (4) serving as OAG's primary liaison to the community.

The Victim-Witness Program Specialists are responsible for providing referral and support services to victims and witnesses in juvenile delinquency cases brought by OAG's Juvenile Section and limited cases by OAG's Criminal Section. They also serve as a liaison between the prosecutors (AAGs) and victims and witnesses.

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

- Hiring, training, supervision, evaluation, and discipline (if necessary) of all Section staff, under the direction of the Deputy;
- Establishing litigation priorities, in consultation with the Deputy, and assigning nuisance property matters accordingly;
- Supervising trial attorneys in all aspects of civil and criminal nuisance property prosecutions, including working closely with DCRA and MPD during the pre-filing investigative stage;

- Reviewing and approving pleadings, motions, memoranda, and correspondence;
- Reviewing litigation outcomes and determining when appellate review is needed;
- In consultation with the Deputy and the Chief of the Juvenile Section, establishing priority areas for Victim-Witness Program Specialists and assigning cases accordingly;
- Regularly monitoring progress of staff in assigned cases and other projects;
- Monitoring compliance of staff with the Attorney General's Performance Contract requirements, including ensuring full compliance with customer service standards;
- In coordination with the Deputy and other Section Chiefs, planning and/or conducting training for new and experienced trial attorneys and new and experienced Victim-Witness Program Specialists;
- Attending management meetings with or on behalf of the Deputy and the Attorney General as requested, as well as other specific meetings with relevant agencies;
- Attending community meetings, including serving as OAG's representative;
- Serving as OAG's representative for any community task forces and committees involving the community, and a number of victim services and other similar interagency groups;
- Working closely with senior staff at MPD and DCRA and other enforcement agencies to address all types of nuisance properties and other issues relevant to neighborhood services;
- Interacting with D.C. Council Members and their staff to ensure that Council Members are kept abreast of efforts and progress by OAG and other agencies to address problems raised by constituents;
- Assisting and supervising in providing legal services, as needed, related to agency functions of improving neighborhood services and safety;
- Maintaining requisite legal, management, inter-agency, human relations, and 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 representing performance results.

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. The candidate must also have at least 3-5 years practice in criminal prosecution or similar experience dealing with agency-level administrative/regulatory enforcement or civil enforcement work; 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 Section. Experience in working with a victim advocacy program and/or in dealing with victim related issues and community relations are also strongly preferred.

Candidates for this position may be subject to a background check. This position is outside the Collective Bargaining Unit. Open until filled. Screening of applications will begin on August 22, 2013.

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