

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



Deputy General Counsel (Policy and Legislation)  
Department of Insurance, Securities and Banking  
Office of General Counsel

**Vacancy Announcement #13-066**  
**Salary range: LX-2 \$130,000--\$151,807\***

The Incumbent is responsible for providing legal advice to the DC Department of Insurance, Securities and Banking.

As Deputy General Counsel, DISB, the incumbent would be responsible for the administration, direction, and management of a wide range of legal areas encompassing legal advice, legislative and regulatory development and enforcement actions. Substantive areas of responsibility include legal work, except litigation before the civil courts; drafting and analyzing pending and proposed legislation, regulations, and policies pertaining to DISB's regulatory and enforcement authorities; the Freedom of Information Act; Union/labor relations, and employee disciplinary actions; preparing letters and memoranda; and legal work, except litigation before the civil courts, pertaining to DISB's regulatory and enforcement authorities. The incumbent supports the General Counsel, and performs these and such other duties as may be assigned by the General Counsel or agency head.

The applicant should have extensive skills in interpreting and applying applicable laws, regulations and practices, including agency policies and relevant judicial decisions and comprehensive skills in analysis and resolution of difficult legal issues in an orderly, systematic and effective manner and extensive skills in applying sound judgment in review and analysis of matters assigned. The applicant must have the ability to articulate concerns and positions on extremely sensitive issues both orally and in writing and should have a broad range of knowledge of general administrative and management principles, practices and techniques; and have the skill in applying this knowledge and the ability to assume responsibilities of administrative and managerial functions. It would be a plus if the applicant possessed demonstrated knowledge of Federal and State banking and financial services law, insurance and financial services laws or securities law, agency policies, regulations and procedures, as well as federal and state laws related to the functions of DISB. The applicant should also have some knowledge of consumer protection laws related to insurance, securities or banking, including the Dodd-Frank Act, the Truth and Lending Act, the Equal Credit Opportunity Act, the Fair Housing Act, the Real Estate Settlement Procedures Act, Secure and Fair Enforcement for Mortgage Licensing Act, and the Community Reinvestment Act.

As this is a management level position, it would be a plus if the applicant had demonstrated experience managing a staff of attorneys and administrative support staff, directing the daily activities of such staff and evaluating the performance of such staffs. 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 such application prior to commencement of employment. The candidate must also have a working knowledge of laws related to municipal employment law, personnel and labor relations and the operations of the District government, effective interpersonal skills and excellent oral and written communication skills. Experience in legislative drafting or rulemaking is a plus.

The position is outside the Collective Bargaining Unit. Candidates for the position shall be subject to a background check. Open until filled. Screening of applications will begin on August 21, 2013.

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