



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 13-AD-OGC-0001	POSITION: Assistant General Counsel
POSITION SERIES: DS – 0905	POSITION GRADE: DS – 14/1 – 15/10
OPENING DATE: October 24, 2012	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: November 7, 2012	SALARY RANGE: \$88,510 - \$133,855
	TOUR OF DUTY:
WORKSITE LOCATION: 2101 Martin Luther King Jr. Ave., S.E., Washington, DC 20024	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS-15	NO. OF VACANCIES: One (1)
AGENCY: Office of the Chief Financial Officer, Office of General Counsel (OGC)	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Chief Financial Officer (OCFO). The incumbent provides legal advice. The incumbent is assigned to provide legal advice to the DC Lottery and Charitable Games Control Board (DCLB). The incumbent works as a staff attorney on cases or legal issues characterized by one or more of the following: (a) extremely difficult legal or factual issues or (b) those matters containing complex statutory, regulatory or policy issues requiring extensive research and analysis. The incumbent's work includes various duties involving different and unrelated processes and methods, such as case or issue analysis, legal research, interviewing claimants or potential witness, and reviewing case files, depositions, interrogatories and exhibits. The incumbent in this position will perform projects, tasks or assignment as authorized by and under the supervision of the OCFO General Counsel or DCLB Chief Counsel. In addition, the incumbent prepares and conducts administrative litigation, including preparation of witness and exhibits; collection and organization of evidence; preparation and conduct of preliminary proceeding; identification, procurement and preparation of expert services; examination of witness; drafting complaints, motions and briefs; and participation in oral argument. The incumbent prepares complaints, motions, legal brief and memoranda as appropriate. The incumbent may coordinate with outside counsel retained to provide legal services to the agency. The incumbent provides assistance in furthering the equal employment opportunity and affirmative action programs as appropriate for the DCLB and the OCFO, and providing advice regarding compliance with applicable laws and regulations.

MINIMUM QUALIFICATIONS: One (1) year of Specialized Experience performing the related duties and responsibilities at the next lower level. **In addition** – A college graduate with a Bachelor of Arts or Science degree, or equivalent. **Graduate from an accredited law school with a Juris Doctorate degree, or equivalent. D.C. licensure or admitted to membership in the D.C. Bar in accordance with the D.C. Bar rules within six (6) months of employment. Must have 1-2 years of legal experience as an attorney in one or more of the following disciplines: Litigation, Commercial, Corporation, Federal or State/Municipal Government, Labor, Contracts, Employment Law, or other relevant disciplines.**

SPECIALIZED EXPERIENCE: Experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Describe your expert/mastery knowledge of District, state, other local or federal law and regulations sufficient to understand meaningful relevant precedent case law and statutes.
2. Describe your expert/mastery knowledge of general law and legal principles, precedents and research methods indexing Westlaw or other computerized research techniques.
3. Describe your knowledge in the field of labor, employment and administrative law.

TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

IMPORTANT NOTICE TO ALL APPLICANTS: Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the OCFO. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contact you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. **Thank you for considering employment at the OCFO!**

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, **DC 2000.** (RESUME MAY BE ATTACHED.) **INCOMPLETE APPLICATIONS (DC2000'S) WILL NOT BE CONSIDERED.** EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS, AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE FIRST SCREENING DATE OR CLOSING DATE OF THIS ANNOUNCEMENT OR THEY WILL NOT BE CONSIDERED.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

NOTE: It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

WHERE TO APPLY:

Sabrina Coleman
OCFO – OMA – Human Resources
1101 4th Street SW, Suite 220 west
Washington, DC 20024
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) 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, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also 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 subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: Employment with the OCFO is subject to the completion and satisfactory result of a background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website (www.cfo.dc.gov). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty. You will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the

application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER