

**ATTACHMENT II- MOLC POSITION DESCRIPTION  
ATTORNEY ADVISOR (ASSOCIATE DIRECTOR)  
ES-905-08**

**INTRODUCTION:**

This position is located in the Mayor's Office of Legal Counsel (MOLC), and serves as a senior attorney in the Mayor's Office of Legal Counsel, handling the more complex and difficult legal questions and matters. This position description depicts the generalized duties and responsibilities of a position responsible for providing proficient legal advice pertaining to the District's liability and defense.

**MAJOR DUTIES:**

Coordinates legal support with attorneys in District government agencies, and attorneys and executive personnel in the Executive Office of the Mayor. Provides resolution of inter-agency conflicts.

Reviews legal documents, contracts, legislation, regulations, and case laws in connection with advising the District of Columbia government.

Develops briefs, memoranda, summaries and other written work product setting forth analysis, advice and recommendations.

Consults with and advises supervisors, management and officials regarding legal matters affecting the District. Provides direction to junior Attorney Advisors with respect to legal writing assignments and areas of research.

Conducts extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements. Prepares analysis of policy options and recommendations.

Performs research and provides recommendations regarding the creation of any policies/legislation affecting agency/office/department. Makes presentations regarding research and recommendations. Drafts Freedom of Information Act (FOIA) appeals decisions, and reviews donation applications. Reviews and drafts agreements, legislation, and agency regulations.

Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues, and recommendations for consideration.

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Attends and participates in hearings/sessions regarding District activity.

Keeps abreast of laws and regulations related to the functions of the agency/office/department, and ensures supervisor/management is aware.

Compiles monthly statistical and status reports of assigned matters.

Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

Extensive knowledge of the structure of the District government, the functions of its executive branch, and the District's legislative process.

Highly developed skills in the analysis and resolution of difficult legal issues in an orderly, systematic, and effective manner. Highly skilled in interpreting and applying legal knowledge in various situations. Extensive knowledge of legal research tools and ability to conduct complex legal research. Effective decision making skills.

Highly skilled in the concepts, laws, theories, principles, practices and techniques of legal proceedings sufficient to represent the District government. Skill in interpreting and applying laws, regulations and practices, including agency policies and relevant judicial decisions.

Effective communication skills, both verbal and written. Strong presentation skills.

Familiarity with general administrative and management principles, practices and techniques. Skill in applying this knowledge, and the ability to assume administrative and management functions.

Ability to operate a personal computer (PC).

**SUPERVISORY CONTROLS:**

Works under the general supervision of the supervisor and/or management. Incumbent has access to supervisor for discussion of very complex matters. Due to the competence and experience of the incumbent, direct supervision is generally unnecessary.

**GUIDELINES:**

Guidelines include reported legal decisions and other legal reference works; applicable rules of advisory procedures; applicable District and federal regulations; rules of local

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courts and administrative agencies, and the Supreme Court of the United States; Acts of Congress and the Council of the District of Columbia; and established Office policies, practices and procedures.

**COMPLEXITY:**

Work often involves extremely complex and difficult legal questions and issues. The work requires the incumbent to use sound judgment and a high degree of original and creative legal endeavor in the resolution of assigned matters to successfully represent the interest of the District of Columbia Government.

**SCOPE AND EFFECT:**

The purpose of the work is to review and analyze facts related to legal matters assigned. Incumbent's performance contributes to the overall effective and efficient legal accomplishment of the operations of the District of Columbia government

**PERSONAL CONTACTS:**

Personal contacts are with workers, officials of District and federal government agencies, and various other persons with expertise in areas related to assigned matters. Extensive contact is with personnel within the Executive Office of the Mayor. Incumbent determines the nature and extent of contacts required, which vary from situation to situation.

**PURPOSE OF CONTACTS:**

Contacts generally involve obtaining or exchanging factual information related to assigned matters, advising concerned parties of tentative decisions; securing expert advice to support evidence in decisions rendered; and advising interested agency personnel concerning status of pending matters.

**PHYSICAL DEMANDS:**

Work is predominately sedentary; however, some walking, standing, and bending are encountered. Carrying large and heavy documents is common.

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**WORK ENVIRONMENT:**

The work is performed in an office environment. Depending on the office/division, the attorney may have to make intermittent on-site visits where there is exposure to known toxic chemicals and industrial situations where environmental conditions cannot be controlled. In these instances, the use of personal protection and safety equipment is required.

**OTHER SIGNIFICANT FACTS:**

**Education and Experience:** Juris Doctorate (JD). Must be an active member in good standing of the bar of District of Columbia. Must have at least four (4) years of experience practicing law.

**FLSA Status:** Exempt

**Standards:** Position Classification Standard for the General Attorney Series, GS-905, TS-18, May, 1974

**Job Code:** 554588

**ATTACHMENT II: MOLC POSITION DESCRIPTION**  
**CHIEF OF STAFF**  
**ES-301-08**

**INTRODUCTION**

This position is located in the Mayor's Office of Legal Counsel, Executive Office of the Mayor and functions as Chief of Staff to the Director. Incumbent serves as a member of the of management advisory staff and participates in recommending and formulating policies, strategies, and the setting of priorities to meet the need of the Office. Incumbent, also, serves as the primary point-of-contact with the staff of the Mayor's Office of Legal Counsel, Executive Office of the Mayor, Office of the City Administrator and City Council.

**MAJOR DUTIES**

Develops sources of information, identifies policy matters, coordinates and/or performs in-depth analyses of critical issues, analyzes the consequences of adopting various proposals and policies, and forecasts developments potentially affecting the office and administrative activities. Develops options and alternatives, coordinates findings and recommendations with other interested/affected parties, and as necessary, prepares and delivers written and oral presentations.

Performs extensive research, writing and/or liaison work on broad, critical program matters. Participates in the information policies and operational procedures essential to the effective administrative and management operations of the office. Personally, handles various complex administrative and operational problems that are presented to the Director on a day-to-day basis, and some may be of a sensitive and confidential nature.

Conducts research and fact-finding investigations, and analyzes, interprets and documents projects. Establishes priorities and follows through on major projects to ensure that Based upon the assessments made, identifies actual or potential problem areas, accomplishments, trends and/or areas of significant concern.

Develops, recommends and implements policies for corrective actions necessary to remedy deficiencies in program areas. Identifies problems and specific issues in a particular area, advises the Director, and recommends solutions or alternatives.

Independently, collects, interprets and analyzes data from management studies, which are specific and unique to directives and for which no precedent studies/analyses have been conducted. Designs formats and evaluation of program strategies to accomplish an integrated, comprehensive review and analysis.

Participates in strategic planning meetings to discuss the activities that impact the overall successful operation of the office. Develops and/or facilitates improvement projects with objectives and tasks, establishes completion timelines, and monitors implementation.

Facilitates and coordinates the preparation of reports, documents, policy statements, testimony, position papers, and other written materials relating to office operations for submission to the Director, Mayor's Office, City Administrator, City Council, and other District and Federal government officials.

In consultation with the Director and Deputy Director, plans long-term strategies for the office, including, reports to state, local and federal government.

Advises on the effectiveness of organizational methods and procedures in the office and activities under the administrative jurisdiction of EOM. Coordinates briefings for the conduct of management conferences between the EOM and MOLC.

Exercises considerable expertise in recognizing situation or problems that call for changes in regulations or procedures, and brings such situations or problems to the attention of the supervisor, citing significant issues, analyzing action that is not consistent with pertinent laws, rules, regulations, court decisions, etc.

Performs a variety of special assignments, which require a high level of administrative skill, confidentiality and knowledge of the Director's goals and objectives. Coordinates action items to staff and agencies for handling, as dictated by the agency. Stays informed on the status of various projects and activities initiated by EOM in order to participate effectively in meeting deadlines and commitments.

Serves as liaison between the Director and staff to relay pertinent information and directives; and to assigned deadlines and/or timeframes. Recognizes potential conflicts, and makes the necessary adjustments. Participates in staff meetings to keep abreast of plans, projects, and problem areas.

Keeps abreast of pertinent administrative rules, regulations and procedures. Disseminates information on new or revised administrative policies and procedures to the office. Assures that actions of an administrative nature, originating within the agency, comply with established guidelines and requirements. Coordinates and monitors practices and procedures utilized by the support staff to ensure compliance with all applicable regulations and procedures.

Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

Extensive knowledge of the mission, function and operational programs of the Mayor's Office of Legal Counsel (MOLC). Extensive knowledge of the policies, regulations, procedures and practices of MOLC and the Executive Office of the Mayor.

Ability to plan and coordinate multiple projects and project activities simultaneously that involve a combination of priorities. Demonstrated ability to assimilate information from a variety of sources, analyze information, and recommend courses of action to be taken. Demonstrated ability to collect, disseminate, and synthesize information and data

Extensive knowledge of and skill to serve as an expert staff advisor in programmatic discussions or decisions; and the ability to generate and apply new concepts in planning, developing and evaluating immediate and long range projects or proposals for the resolution of complex, service delivery and policy questions.

Extensive knowledge of, and skill in problem-solving, negotiation strategies, and project management. Expert management skill, and experience in planning, organizing, directing and controlling human resource and workforce development.

Excellent oral and written communication skills to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluations, including the preparation of presentation of reports, proposals, etc. and to articulate instructions and directives.

### **SUPERVISORY CONTROLS**

The Chief of Staff works under the direction of the Director, who provides general guidance on new or revised policies affecting MOLC's operation, and strategic goals and objectives of the agency. The incumbent and supervisor develop a mutually acceptable project plan which typically includes the identification of the work to be done, the scope of the project and deadlines for its completion. The incumbent exercise considerable independent judgment in planning, organizing and executing assignment, which entails determining the approach, methods and procedures that will most effectively and expeditiously accomplish the work. The incumbent exercises initiative, resourcefulness and judgment in arriving at solutions that impact the overall mission of the office. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

### **GUIDELINES**

Guidelines are broadly stated and non-specific, as in general policy statements, broadly defined operations objectives, District government laws and regulations, EOM Policy and Procedures Manual; and procedures and federal statutes applicable to the District government. The incumbent uses expert judgment in interpreting the intent of existing guidelines and uses initiative and resourcefulness in deviating from traditional methods and trends to develop new methods, criteria or proposed new policies. The incumbent uses seasoned judgment in deviating from established policies and procedures and develops methods appropriate to specific situations.

### **COMPLEXITY**

Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within and outside of the agency. The work requires decisions regarding what needs to be done including largely undefined issues and elements and requiring extensive probing and analysis to determine the nature and scope of the problems. The work, also, requires making many decisions concerning the interpretation of considerable data. The problems and issues call for latitude in the exercise of mature judgment and ingenuity to ensure the coordination, soundness, and comprehensiveness of solutions, methods and techniques. The work requires continuing efforts to resolve problems encountered.

### **SCOPE AND EFFECT**

The work involves providing high level administrative and operational management assignments, coordination of operational activities, and special projects required by senior staff; and providing

final analysis and evaluation of materials and project The work affects the goals and objectives of the overall mission and operation of the office.

### **PERSONAL CONTACTS**

Contacts are with staff within the office, other District and Federal agencies, representatives of private industry, Executive Office of the Mayor, and the Office of the City Administrator.

### **PURPOSE OF CONTACTS**

The purpose of contacts is to provide advice and guidance on operational matters/issues; interpret policy and regulations; and present controversial and critical observations, findings and recommendations for substantial changes in operations. Contacts often require persuasion, diplomacy, and cooperative relationships explaining and justifying such changes in terms of management benefits to be derived from them.

### **PHYSICAL DEMANDS**

The work is primarily sedentary.

### **WORK ENVIRONMENT**

The work is primarily performed in the normal office setting.

### **OTHER SIGNIFICANT FACTS**

**Education and Experience:** Bachelor's degree from an accredited four year-college or university in public and business administration, human resource management (HRM), public policy or related field plus a minimum of six (6) years of work related experience; **OR** an equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position required.

**FLSA Status:** Exempt

**Standard Used:** US OPM Standard: US Federal OPM Standard -- Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 dated January 1979; and Administrative Grade Evaluation Guide, TS-98, dated August 1990.

**Certification Date:** 10-01-15

**Job Code:** 552081



**ATTACHMENT II- MOLC POSITION DESCRIPTION  
DEPUTY DIRECTOR OF LEGAL COUNSEL  
ES-0905-10**

**INTRODUCTION**

This position is located in the Mayor's Office of Legal Counsel (MOLC), Executive Office of the Mayor (EOM). The mission of MOLC is to provide various legal services to the Mayor and District of Columbia government agencies, specifically working with the Agency General Counsels. MOLC acts as the primary legal counsel to the Mayor, all Deputy Mayors, and District government agencies.

The purpose of this position is to fully share with the Director of Legal Counsel in providing overall leadership, direction, and coordination of MOLC; and providing legal and policy advice to the Mayor and the Executive Branches; and resolving interagency legal issues for the Mayor.

**POSITION CONTROLS**

Work is performed under the general administrative direction of the Mayor, who makes assignments in terms of board mission, policies and statement. The Deputy Director exercises full authoritative responsibility and latitude for management, administrating, developing and carrying out the goals and objectives, however, the Deputy Director keeps the Mayor informed of work that is particularly sensitive or controversial. Work review concerns such matters as fulfillment of agency objectives, effect of advice, and influence on the overall office.

Guidelines include Acts of Congress and the Council of the District of Columbia; rules and regulations issued by administrative, legislative and judicial bodies; legal and precedents of the courts; municipal regulations adopted by the Mayor; and established MOLC practices, procedures and policies. The incumbent use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the incumbent is recognized as a technical authority in the development and interpretation of guidelines.

**MAJOR DUTIES AND RESPONSIBILITIES**

Serves as principle advisor to the Director, assisting him/her in determining District-wide goals for the office and develops long and short range plans to attain these goals. Determines the resources needed, allocating these resources to meet operational need.

Provides legal services and advice to agency staff, advising them of the impact of proposed decisions as they relate to implementation of new or established policies.

Participates in the hiring, compensation, training, and resolution of significant personnel-related issues for subordinate agency counsels, in conjunction with agency directors. May, supervises outside counsel in matters where the Office of the Attorney General is recused from a matter or otherwise not available.

Delegates authority to subordinates and holds them accountable for the quantity and quality of their assignments. Exercises the full range of managerial responsibilities which includes

developing, planning and managing work activities; furnishing overall assignments; evaluating staff's work performance; and reviewing the work of subordinate employees.

Assists the Director with designing and implementing legal strategies for termination of court imposed intervention into the operation of District government agencies. Participates in the development of legislation and legislative strategies related to reform litigation. Recommends appropriate action based on the analysis of these strategies.

Reviews various legal documents and relevant case laws to determine whether execution of proposed actions is in the best interest of the District of Columbia. Prepares written statement for the course of action selected.

Reviews and evaluates all significant legal and policy initiatives. Reviews records of hearings, briefs filed, exceptions taken, rulings made, tentative decisions, reports of findings of fact and conclusions of law.

Performs a variety special assignments from the Director in connection with the implementation of the major policy initiatives and responsibilities.

Performs other related duties as assigned by the Mayor.

### **OTHER SIGNIFICANT FACTS**

Mastery in the concepts, laws, theories, principles, practices and techniques of legal proceedings sufficient to represent the District government. Mastery in interpreting and applying laws, regulations and practices, including agency policies and relevant judicial decisions. Mastery of legal research tools and the ability to conduct complex legal research.

Mastery of and skill in project management, problem-solving, negotiation strategies and to conduct in-depth research and analysis. Highly skilled in negotiating and building coalitions of diverse stakeholders.

Mastery of management principles, procedures and techniques of analysis and evaluation. Mastery of qualitative and quantitative analytic methods and techniques to analyze data and to identify and isolate controlling legal issues from complex factual situations.

Demonstrated skill in providing leadership in a supervisor capacity, and in a team-based environment and securing the support and cooperation of subordinate staff and District government agency directors.

Superior communication skills sufficient to meet and consult with agency heads and representatives, and other senior leaders in various settings. Ability to write extensive reports, emails, memoranda, papers clearly, concisely and in a timely fashion with minimal editing required.

Mastery of customer services theory and practices and business processes redesign practices. Demonstrated ability to establish and maintain relationships with internal and external customers, collaborative organizations, government agencies, etc.

### **SPECIAL REQUIREMENTS**

**Education and Experience:** Juris Doctorate (JD) degree from an accredited law school, plus a minimum of seven (7) years of experience practicing law.

Must be a member of the District of Columbia Bar, and in good standing.

Supervisory experience required.

**FLSA Status:** Exempt

**Standard Used:** US OPM Position Classification Standard for the General Attorney Series, GS-905, TS-18 May, 1974; and General Schedule Supervisory Guide, HRCD-5, Dated April 1998 and June 1998

**Certification Date:** 10-01-15

**Job Code:** 555520

**ATTACHMENT II- MOLC POSITION DESCRIPTION  
DIRECTOR OF LEGAL COUNSEL  
ES-0905-11**

**INTRODUCTION**

This position is located in the Mayor's Office of Legal Counsel (MOLC), Executive Office of the Mayor (EOM). The mission of MOLC is to provide various legal services to the Mayor and District of Columbia government agencies, specifically working with the Agency General Counsels. MOLC acts as the primary legal counsel to the Mayor, all Deputy Mayors, and District government agencies. This position functions as the Director of the Mayor's Office of Legal Counsel, directly responsible for managing MOLC; providing legal and policy advice to the Mayor and the Executive Branches; and resolving interagency legal issues for the Mayor.

**POSITION CONTROLS**

Work is performed under the general administrative direction of the Mayor, who makes assignments in terms of board mission, policies and statement, and defines incumbent's assignments in terms of broad mission statements. The Director's competence and experience makes actual supervision generally unnecessary, however, the Director keeps the Mayor informed of work that is particularly sensitive or controversial. The Director consults with the Mayor on the more complex legal issues and matters of major policy concern. Consultation normally is for the purpose of obtaining approval of decisions tentatively made by the Director. The work is considered technically correct with little or no review.

Guidelines include Acts of Congress and the Council of the District of Columbia; rules and regulations issued by administrative, legislative and judicial bodies; legal and precedents of the courts; municipal regulations adopted by the Mayor; and established MOLC practices, procedures and policies. Application of guidelines sometimes require considerable judgment and originality in developing innovative approaches in resolving problems encountered.

**MAJOR DUTIES AND RESPONSIBILITIES**

Serves as principal legal advisor to the Mayor of the District of Columbia. Oversees the representation of agencies in investigative matters before the Executive Branch of the federal government, Congress, or the Council of the District of Columbia.

Provides legal services and advice to staff of the Executive Office of the Mayor, Deputy Mayors and District government agencies, advising them of the impact of proposed decisions as they relate to implementation of new or established policies. Reviews and evaluates all significant legal and policy initiatives.

Coordinates the hiring, compensation, training, and resolution of significant personnel-related issues for subordinate agency counsels, in conjunction with agency directors. Supervises outside counsel in matters where the Office of the Attorney General is recused from a matter or otherwise not available.

Exercises the full range of managerial responsibilities which includes developing, planning and managing work activities; furnishing overall assignments; evaluating staff's work performance; and reviewing the work of subordinate employees.

Designs and implements legal strategies for termination of court imposed intervention into the operation of District government agencies. Coordinates development of legislation and legislative strategies related to reform litigation. Recommends appropriate action based on the analysis of these strategies.

Reviews various legal documents and relevant case laws to determine whether execution of proposed actions is in the best interest of the District of Columbia. Prepares written statement for the course of action selected.

Coordinates legal, policy, and operational initiatives related to compliance with court orders, transition from court intervention into agency operations, and transfers to government control. Reviews records of hearings, briefs filed, exceptions taken, rulings made, tentative decisions, reports of findings of fact and conclusions of law.

Evaluates EOM ethics program and make recommendations for modification, including development of government ethics training program for EOM. Evaluates government FOIA program and make recommendations for modification, including development of FOIA training program.

Performs a variety special assignments from the Mayor in connection with the implementation of the major policy initiatives and responsibilities.

Performs other related duties as assigned by the Mayor.

### **OTHER SIGNIFICANT FACTS**

Mastery in the concepts, laws, theories, principles, practices and techniques of legal proceedings sufficient to represent the District government. Mastery in interpreting and applying laws, regulations and practices, including agency policies and relevant judicial decisions. Mastery of legal research tools and the ability to conduct complex legal research.

Mastery in the analysis and resolution of difficult legal issues in an orderly, systematic, and effective manner. Mastery of and skill in project management, problem-solving, negotiation strategies and to conduct in-depth research and analysis. Highly skilled in negotiating and building coalitions of diverse stakeholders. Mastery of legal advocacy tactics and strategies.

Mastery of management principles, procedures and techniques of analysis and evaluation. Mastery of qualitative and quantitative analytic methods and techniques to analyze data and to identify and isolate controlling legal issues from complex factual situations.

Demonstrated skill in providing leadership in a managerial capacity, and in a team-based environment and securing the support and cooperation of subordinate staff and District government agency directors.

Superior communication skills sufficient to meet and consult with agency heads and representatives, Mayor's and City Administrator's Offices, and other senior leaders in various

settings. Ability to write extensive reports, emails, memoranda, papers clearly, concisely and in a timely fashion with minimal editing required.

Mastery of customer services theory and practices and business processes redesign practices. Ability to participate comfortably at the highest levels of government in all phases of public formulation and implementation. Demonstrated ability to establish and maintain relationships with internal and external customers, collaborative organizations, government agencies, etc.

### **SPECIAL REQUIREMENTS**

**Education and Experience:** Juris Doctorate (JD) degree from an accredited law school, plus a minimum of eight (8) years of experience practicing law.

Must be a member of the District of Columbia Bar, and in good standing.

Managerial/Supervisory experience required.

**FLSA Status:** Exempt

**Standard Used:** US OPM Position Classification Standard for the General Attorney Series, GS-905, TS-18 May, 1974; and General Schedule Supervisory Guide, HRCD-5, Dated April 1998 and June 1998

**Certification Date:** 10-01-15

**Job Code:** 555521

**ATTACHMENT II- MOLC POSITION DESCRIPTIONS  
PARALEGAL SPECIALIST/ STAFF ATTORNEY  
ES-0950-07**

**INTRODUCTION**

This position is located in the Mayor's Office of Legal Counsel (MOLC) and functions as Paralegal Specialist, responsible for performing extensive and thorough legal research into the legislative history, precedent cases, decisions, and opinions that may be applicable to particular legal matters. The work involves a variety of complex and complicated analytical duties that characteristically include researching legal precedents and other legal reference materials. The incumbent must reconcile conflicting policies and facts, identifying and elicit additional information and make number of decisions at various stages.

**MAJOR DUTIES**

Drafts opinions and memoranda to be used by MOLC, which requires the review analyze, and organize facts and evidence, legal issues, application of law, and draws legal conclusions in a clear, effective and precise written presentations.

Prepares briefings and makes recommendations regarding disposition of the issue. Briefing includes research and verification of statutory references to ensure accuracy and conformance, description of the violation(s), investigative history, and other relevant information of particular interest to the issue/situation.

Investigates and become thoroughly familiar with subject matter details involved in a case or legal matter. Determines the specific data needed, and best approach to obtain this data or to determine the relevance or sufficiency of available legal, technical or other related data.

Reviews contents of reports, procedural or policy papers to identify potential problems and to assure consistency with MOLC policy and project goals. Identifies, defines, and analyzes operational problems and poses options and alternatives to existing procedures. Participates in meetings and conferences pertaining to the disposition of legal matters.

Provides assistance to MOLC on emergency and proposed rulemakings for preparation of required documents to the Executive Office of the Mayor, Office of City Administrator, and Office of Policy and Legislative Affairs for legal sufficiency reviews.

Analyzes, evaluates and summarizes relevant legal precedents for applicability to assigned issues/problems. Verifies citations and legal references in all orders, motions, and final decisions.

Prepares interpretative and administrative orders, rules, or regulations concerning the

Mayor's Office of Legal Counsel.

Responsible for establishing and maintaining an effective database system for monitoring and tracking legal reference record for regulations. Initiates action to insure that legal pleadings, forms, reports, correspondence and other documents are prepared and submitted within established deadlines.

Performs other related duties as assigned.

### **FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

Expert knowledge of pertinent laws, regulations, legal principles, reference materials and concepts sufficient to interpret and apply, or explain the application of body of law, regulations, precedents and practices. Expert knowledge of legal terminology.

Ability to perform legal research sufficient to compile legal documents; verify citation and statutory references; summarize data; make conclusions; and recommend appropriate action. Skill in legal writing to prepare a variety of documents, legal briefs and summaries.

Expert knowledge of the priorities, policies, procedures, and goals of MOLC sufficient to perform such tasks as assembling information to be use for reports or responses to inquiries, and composing correspondence requiring a legal or technical knowledge.

Skill in oral and written communication sufficient to prepare draft legal briefs and memoranda, to writing drafts and opinions, and to communicate research findings.

Ability to communicate effectively both orally and in writing to prepare a variety of documents, legal briefs and summaries.

Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, database management and case tracking, etc., and a willingness to learn new technology associated with assigned work tasks.

### **FACTOR 2 – SUPERVISORY CONTROLS**

The supervisor outlines assignments and relies on the incumbent to exercise independent judgment in planning, organizing and executing assignments, including determining the approach, methods and procedures that will most effectively and expeditiously accomplish the work. The incumbent informs the supervisor of progress, potential controversy, or far-reaching implications. Work is reviewed at completion of major phases, with detailed review upon completion.

### **FACTOR 3 – GUIDELINES**

Guidelines include District and federal laws, MOLC regulations, procedures, Mayor's Administrative Issuance, and precedents set on record in the files. The incumbent often exercises initiative and resourcefulness in deviating from traditional professional methods



or research trends and patterns and uses judgment and ingenuity to develop new methods, criteria or propose new policies.

#### **FACTOR 4 – COMPLEXITY**

The work a variety of complex and complicated analytical duties that characteristically include researching legal precedents and other legal reference materials; analyzing information; and preparing recommendations with justifications. The incumbent must reconcile conflicting policies and facts, identifying and elicit additional information and make number of decisions at various stages. The work requires devising or evaluating and adapting previous fact-finding and problem-solving methods to cope with voluminous documentation; effectively organizing data into exhibits; and developing corroborative evidence to fill gaps or resolve conflicting statements. Considerable ingenuity is required in devising and adapting analytical approaches to the complexities of various research tasks.

#### **FACTOR 5 – SCOPE AND EFFECT**

The purpose of the work is to perform extensive and thorough legal research into the legislative history, precedent cases, decisions and opinions that may be applicable to particular legal matters. Successful accomplishment of assignments by incumbent facilitates the work of the office and/or other legal staff in the development and presentation of final decisions. Also, the work directly enhances the timeliness, adequacy and thoroughness of meeting the goals and objectives of MOLC.

#### **FACTOR 6 – PERSONAL CONTACTS**

Contacts are with MOLC staff, Executive Office of the Mayor, Office of the City Administrator, attorneys, individuals of the private section, staff of other District Government agencies, and the courts.

#### **FACTOR 7 – PURPOSE OF CONTACTS**

The purpose of the contacts is to provide critical information; to define, analyze, and resolve differing interpretations of issues; and to verify information.

#### **FACTOR 8 – PHYSICAL DEMANDS**

The work is mostly sedentary. No special physical demands are required to perform the work.

#### **FACTOR 9 – WORK ENVIRONMENT**

The work is performed in an office setting.

**OTHER SIGNIFICANT FACTS**

Education and Experience: Bachelor's degree from an accredited four year-college or university in a criminal law/justice or related field plus five (5) years of work related experience; OR an equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position.

**FLSA Status:** Exempt

**Standard(s):** US Federal OPM Standard: Position Classification Standard for Paralegal Specialist Series, GS-0950, TS-76, Dated 08-66

**Certification Date:** 10-01-15

**Job Code:** 555519

**ATTACHMENT II: MOLC POSITION DESCRIPTION  
SPECIAL ASSISTANT  
ES-301-06**

**INTRODUCTION**

This position is located in the Mayor's Office of Legal Counsel. The individual serves as Special Assistant, responsible for assisting with the day-to-day assessment of management problems/matters that surface. Coordinates and oversees management projects, ensuring that projects are carried out in a timely manner, and in accordance with established policies and procedures. The individual works with the Agency Director majority of the time but supports the executive team as well.

**MAJOR DUTIES**

Assists the supervisor in the day-to-day functions including assessment of management and administrative problem/issues that surface. Coordinates and oversees management projects, ensures that projects are carried out in a timely manner and in accordance with established policies and procedures.

Conducts a variety of statistical studies with regard to assigned research projects. Discusses pertinent issues with key government officials, representatives of outside interests, and various groups and individuals as required to obtain desired information. Correlates and analyzes facts to draw conclusions and to provide meaningful recommendations to supervisor.

Conducts research and fact-finding investigations, and analyzes, interprets and documents projects. Establishes priorities and follows through on major projects to ensure that deadlines are met before matters are referred to the Mayor's Office. Identifies problems and specific issues in a particular area, advises the supervisor, and recommends solutions or alternatives.

Independently collects, interprets and analyzes data from management studies, which are specific and unique to directives and for which no precedent studies/analyses have been conducted. Designs formats and evaluation of program strategies to accomplish an integrated, comprehensive review and analysis.

Develops analytical and special reports for the office and forwards to the supervisor for approval. Develops a mechanism to produce fact sheets and other statistical data in response to requests from outside agencies.

Acts as a point of contact for individuals outside and within the agency seeking services, assistance or guidance in the areas of operations, research and analysis, productivity improvement and/or project management.

Develops, recommends and participates in specific activities to resolve problems. Initiates, arranges for, and participates in special assignments that involve activities of more than one office. Investigates complaints, and resolves problem situation which for

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SPECIAL ASSISTANT  
ES-301-06**

practical purpose cannot be delegated to line staff officials. Prepares reports as necessary concerning the resolution of problems or remedial action taken.

Advises the supervisor of existing problems and recommends solution/alternatives. Recommends to the supervisor new policies needed for the effectiveness of the office in carrying out its mission. Keeps the supervisor briefed on accomplishments, problems, and proposed solutions, new ideas for improvements, etc.

Develops procedures and/or systems for establishing, operating, and accessing the effectiveness of administrative control systems.

Prepares, reviews, edits, coordinates and monitors correspondence. Establishes deadlines and assures that correspondence/reports are submitted timely and in proper format.

Perform other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

Thorough knowledge of the mission, policies, procedures, goals, and objectives of the agency. Knowledge of a wide range of administrative laws, policies, regulations and precedents applicable to DC and federal government.

Thorough knowledge of analytical and evaluative methods, plus an understanding of how the program or projects are administered. Skill in fact-finding, analysis and problem solving to research facts, to identify problems, and to recommend solutions to which regular studies and/or established management techniques are often inadequate.

Thorough knowledge of and extensive skill in applying organizational methodologies, project management principles, concepts, practices, methods, techniques, organizational analysis, program planning and evaluation principles and strategies. Ability to plan and coordinate multiple projects and project activities simultaneously that involve a combination of priorities.

Ability to effectively communicate with others orally and in writing. Excellent interpersonal skills to establish and maintain an effective working relationship with all levels of management officials.

**SUPERVISORY CONTROLS**

The supervisor provides general guidance as to scope and priority of projects in the assigned area and, in consultation with the employee, determines the time frames and possible changes in staff assignments. Incumbent organizes and carries out assignments, coordinates work with others, determines the approach and methodology to be used and keeps the supervisor apprised of potential problems that may affect the supervisor's decision regarding priorities, assignments of each staff employee and the

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scope of project assignments. Completed projects, evaluations, reports, or recommendations are reviewed for effectiveness in meeting organizational/program goals, guidelines and effectiveness in achieving intended objectives.

**GUIDELINES**

Guidelines include office policies and precedents contained in directives, City Council issuances, Mayoral issuances and other District and Federal guidelines, laws and precedents. Judgment is used when choosing, interpreting or adapting available guidelines to specific issues. Judgment is also used when researching regulations and in determining the relationship between guidelines, organizational efficiency and program effectiveness.

**COMPLEXITY**

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

**SCOPE AND EFFECT**

The work involves establishing criteria; formulating projects; and analyzing a variety of unusual conditions, problems, or questions. The work product or service affects the work of other within the Mayor's Office.

**PERSONAL CONTACTS**

Contacts are inter/intra governmental executives, managers, supervisors, employees, representatives of professional and judicial organizations, Federal government, and the general public.

**PURPOSE OF CONTACTS**

The purpose of contacts is to resolve complex problems; facilitate, negotiate, receive and deliver information; establish and maintain working relationship in order to accomplish specific project goals; and provide advice and assistance relating to projects, programs and services.

**PHYSICAL DEMANDS**

The work is primarily sedentary.

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**WORK ENVIRONMENT**

Work is performed in a typical office setting.

**OTHER SIGNIFICANT FACT**

**Education and Experience:** Bachelor's degree from an accredited four year-college or university in public and business administration, financial management, human resource management (HRM), public policy or related field plus four (4) years of work related experience; **OR** an equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position required.

**FLSA Status:** Exempt

**Classification Standards:** US Federal Office of Personnel Management (OPM) Standard(s): Position classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 dated January 1979; and Administrative Grade Evaluation Guide, TS-98, dated August 1990.

**Certification Date:**

**Job Code:** 552086