



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-21-01	POSITION TITLE: Legislative Counsel (if barred in DC) Senior Legislative Assistant (if not barred in DC or not an attorney)
OPENING DATE 01/06/21	CLOSING DATE: Open until filled
FIRST SCREENING DATE:	TOUR OF DUTY: 9:00 a.m. – 5:30 p.m.
NO. OF VACANCIES: One (1)	OFFICE: Office of Chairman Mendelson
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

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

Chairman Phil Mendelson is the Chairman of the Council of the District of Columbia. As Chairman, he leads the Council on all legislative matters. He also chairs the Committee of the Whole which has purview over matters concerning the District’s budget, consumer and regulatory affairs, federal relations, statehood, planning and zoning, regional bodies, Education, the Commission on the Arts and Humanities, and the University of the District of Columbia. The Chairman also oversees all Council appointments to boards and commissions.

Job Description: The incumbent will be the subject-matter expert for all agencies, legislation, policies, and issues that fall under his or her portfolio and provides direct advice and guidance to the Chairman. Responsibilities of the position include bill drafting, oversight of agencies, tracking legislation and developments within assigned issue areas, and preparing for and staffing the Chairman at public hearings and relevant meetings. The incumbent will monitor all legislation coming through other committees and will provide advice to the Chairman on the relevant policy issues. This will include close relationships with the various Council committees. The incumbent will advise the Chairman on certain legal issues as needed.

Job Requirements: The successful candidate will have strong writing skills; adapt proactively to a changing legislative environment; work collaboratively with internal staff, agency staff, and stakeholders; have strong analytical skills and initiative; and have a demonstrated interest in and understanding of the

legislative branch of government. A barred attorney is preferred. Residency in the District of Columbia within six months of hire is required.

How to Apply: Cover Letter and Resume. Additional materials may be requested at a later date. Please submit electronically to Committee and Legislative Director, Evan Cash (ecash@dccouncil.us) and include “Legislative Position” in the subject line.

Benefits Information: The District of Columbia offers competitive benefits – visit <http://dchr.dc.gov> for additional information. In addition to the benefits offered to all District employees, the Council offers transit benefits, a retirement contribution matching program and a student loan repayment assistance program.

Contact: Evan Cash, Committee and Legislative Director
1350 Pennsylvania Avenue, NW, Suite 410
Washington, DC 20004
ecash@dccouncil.us
(202) 724-7002

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment, or become a domiciliary of the District of Columbia within 180 days of appointment, and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

DRUG-FREE WORKPLACE: 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/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.

EEO Statement: The District of Columbia government is an equal opportunity employer.
Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with 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, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, 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.

Council of the District of Columbia