



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-113	POSITION TITLE: Assistant General Counsel for Codification
OPENING DATE 01/13/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$128,795.00 - \$137,382.00 per year	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Office of the General Counsel
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.

POSITION OVERVIEW:

The incumbent of the position of Assistant General Counsel for Codification provides a wide range of legal advice and consultation services to the Chairman and to members of the Council. The AGCC is responsible for the official codification of District of Columbia statutes and laws; ensures the publication of the District of Columbia Official Code; provides legislative drafting assistance, engrossing and enrolling measures; and makes necessary technical and conforming changes in measures during enrollment as requested. Over time the AGCC may undertake a recodification initiative whereby existing codified statutes are reformatted and rewritten into a new codified structure. This might be necessary as the legislative process of amending statutes over time results in a code that contains archaic terms, superseded texts and redundant or conflicting statutes. Coordination with the DC Office of the Attorney General may be required in many areas especially for those areas where there may be a conflict in, change in nomenclature, or other potentially non-conforming issues with the DC Code. The incumbent of this position may manage a paralegal specialist or legal clerks/ assistants. The incumbent is supervised by the Associate General Counsel for Codification and reports to the General Counsel of the Council of the District of Columbia.

DUTIES WILL INCLUDE:

- Directs and manages the codification of District of Columbia statutes on the Council's website and on hardcopy books.
- Provides legal advice and consultation services to the General Counsel, the Staff of the Office of the General Counsel, Chairman of the Council, Members, Secretary and Committee Staff of the Council of the District of Columbia concerning the codification process and requirements relating to the drafting, engrossing, and enrolling of measures considered by the Council.
- Provides the full range of legal service to Councilmembers and Staff which include:
 - Reviewing drafts of proposed legislation submitted by the Executive as well as Councilmembers
 - Writing or directing the writing of legal instructions and opinions and decisions.
 - Reviewing legislation that has been submitted in advance of Council action and determining whether it conforms to official drafting requirements.
- Provides technical support and assistance to the full Council regarding codification and, upon request by the General Counsel, prepares for the General Counsel, formal, written opinions on pending legislation, procedural rules, and other matters of concern to the Members.
- Supervises the publication and distribution of the District of Columbia Official Code to the Council.
- Follows the progress of bills introduced in the Council as they make their way to becoming law.
- Codifies relevant law in the D.C. Code on the web for free, world-wide access with the assistance of a contractor (labor intensive - daily updates).
- Codifies relevant law in the D.C. Official Code (hardcover) for purchase by subscribers with the assistance of contractors (less labor intensive - quarterly updates).
- Negotiates and supervises contracts with contractors.
- Works with contractors and the Chief Technology Officer to maintain servers housing the electronic D.C. Code
- Distributes hardcover copies of the D.C. Official Code to Councilmembers and staff.
- Maintains security and authentication of D.C. Code online and works closely with contractors to authenticate material placed on the web.

The incumbent of this position has daily contact with the highest levels within the Council, the District and federal government, judicial branch and other state and local governments to defend, negotiate, persuade, problem solve, collect, and provide information regarding codification.

QUALIFICATIONS:

The incumbent of this position possesses a law degree from an accredited college or university. Membership in the DC Bar is also required. Ideally, experience in managing a staff of attorneys or paralegals as well as training in programs that demonstrate the ability to manage and lead a staff is helpful. Both education and experience must demonstrate a breadth and depth of Legal services and contract law as well as demonstrate the possession of organizational skills and competencies.

- Technical - Knowledge of the DC Code, codification requirements, legal and legislative history of the District of Columbia. Keeps up with current trends in areas of technological and coding expertise and upgrades knowledge/skills to continue to perform effectively, including ability to use appropriate technology in carrying out job responsibilities.

- Adaptability - Demonstrates the ability to adapt quickly to changing conditions or performance expectations, maintains productivity while performing assignments. Effectively evaluates and uses new ideas to enhance results. Can focus on assignments during periods of change or uncertainty.
- Accountability — Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise.
- Communications — Communicates with individuals and groups effectively and professionally, (verbally and in writing). Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Customer Focus — Personally demonstrates customer focus by seeking to understand and meet both internal and external customer needs/expectations. Responds quickly to customer needs and resolves problems. Considers how actions will affect customers. Builds rapport and cooperative relationships with customers.
- Decision Making — Makes sound, well-informed, and objective decisions. Identifies and understands issues, problems, and opportunities and encourages new ideas and innovations. Develops new insights into situations and uses effective approaches for choosing a course of action or developing appropriate solutions.
- Organizing Work — Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and is completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- Relationship Management — Effectively establishes and maintains rapport. Develops and manages collaborative relationships to carry out assignments and Council goals and objectives. Utilizes tact, diplomacy, and ethical behavior in dealing with others.
- Teamwork — Values the input and know-how of other team members. Asks for help and offers help when needed. Builds trust and respect among fellow team members and takes action that demonstrates consideration for the feelings and needs of others. Works with other team members towards a common goal.
- Leading Change — Develops new insights into situations, questions conventional approaches and encourages new ideas and innovation. Formulates objectives, priorities, and plans consistent with the long-term strategic interests of the Council. Capitalizes on opportunities and manages risk.
- People Management — Assigns, develops, and motivates employees to complete assignments in an effective manner. Appropriately delegates responsibility and authority, improves staff/management relations, provides timely and constructive performance feedback, and encourages staff development.

The incumbent of this position is expected to function in a high paced, and constantly changing environment with minimal guidance. Performance expectations will be developed in conjunction with the General Counsel.

TECHNOLOGICAL REQUIREMENTS:

A demonstrated interest in or knowledge of very basic computer programming is a requirement.

- Specific knowledge about some, if not all, of the below technologies to be used is ideal
 - Computer database structures and Microsoft Access
 - Global Information Tracking (Git) version control system and GitHub

- SQL language
- Html
- Xml

LEGISLATION DRAFTING AND CODIFICATION REQUIREMENTS:

- Familiarity with the organizational structure of the District of Columbia Code.
- Familiarity with United States Congress' role in development of the District of Columbia Code.
- Contract supervision from request for proposals to contract award and contract oversight.
- Understanding of Council drafting procedures or the ability to become familiar with Council drafting procedures in a short timeframe.
- Understanding of the Council's complex legislative vehicles (resolutions, and emergency, temporary, and permanent legislation, effective dates, expiration dates, applicability dates).

HOW TO APPLY:

To apply, please submit a cover letter, resume, 5-10 page legal writing sample, the names and contact information for three references, at least 2 of which must be professional, and [Form DC-2000](#) by email with the subject "GEN-12-01—Assistant General Counsel" to Karen Barbour, Legal Assistant, Office of the General Counsel (kbarbour@dccouncil.gov). The OGC wishes to fill the position with a starting date in January 2023, but the application period will remain open until a suitable candidate is selected.

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.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

COVID-19 VACCINATION POLICY

The highest priority for the Council of the District of Columbia ("Council") is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees' well-being, as well as the health and safety of our volunteers, contractors, and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof

they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

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.
