



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-012224</b>	POSITION TITLE: <b>Legal Analyst Specialist ES 901-07</b>
OPENING DATE: 01/22/24	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$93,188 – \$139,778 per year</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Office of the General Counsel</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

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

**INTRODUCTION**

The position is located in the Office of General Counsel (OGC) for the Council of the District of Columbia (Council). OGC provides legal advice, assistance, and consultation services to the Chairman, members of the Council and their staffs, Council committees, and other Council offices. OGC is responsible for researching and reviewing legislation, instructing and guiding Council staff on drafting legislation, may represent the Council in administrative and judicial proceedings, and confers with the DC Office of the Attorney General where there is a conflict in the interpretation of legislation. This position serves as the Legal Analyst responsible for supporting the General Counsel and OGC attorneys. Incumbent’s responsibilities include processing and responding to Freedom of Information Act (“FOIA”) requests under the direction and supervision of the General Counsel and the Chief Technology Officer (for purposes of conducting electronic document searches and production), conducting and organizing legal research, providing litigation support such as case management and processing

discovery requests, drafting legal memoranda under the supervision of OGC attorneys, and performing other duties as assigned by the General Counsel.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Provides litigation support to OGC attorneys, including case management, processing discovery requests, assisting OGC attorneys in preparation for trial, oral argument, and other proceedings, drafting documents, and organizing case files. Supports OGC attorneys in conducting, analyzing, and organizing legal research and resources, including search of statutes, legislative history, case law, and out-of-state laws, and makes recommendations based on research findings. Reviews, cite-checks, and proofreads draft pleadings, legal memoranda, and other written products prepared by OGC attorneys. Develops and conducts searches for electronic and physical files for FOIA requests and discovery requests across all Council systems and locations where they might be stored, reviews records for responsiveness, privilege, and the application of FOIA exemptions, and creates and maintains logs where needed. Receives and processes FOIA and other requests for information, documents, and records from the Council and communicates with members of the public regarding FOIA. Communicates and coordinates with Council members and offices to obtain pertinent information and documents. Advises and provides policy guidance to Council members and staff on matters pertaining to the administration of FOIA, including providing oral or written advice on the interpretation of FOIA provisions, privileges and training.

Reviews and analyzes appeals from denials of access to records and recommends a final decision to the General Counsel on the release or non-release of records. Develops or advises on the development of legislation, procedural guidance, and policies on issues related to the Council's implementation of FOIA. Keeps abreast of judicial, agency, and other changes and interpretations regarding laws and regulations related to FOIA. Performs other duties as assigned.

## **KNOWLEDGE REQUIRED FOR THE POSITION**

Expert knowledge of the District of Columbia Freedom of Information Act, the Federal Freedom of Information Act, or other state sunshine laws and judicial precedent to review and accurately respond to FOIA requests and to advise and provide policy guidance to Councilmembers and staff on matters pertaining to the administration of FOIA. Demonstrated experience reviewing, redacting, processing, and responding to information requests involving many documents or electronic records. Demonstrated knowledge of and experience in providing litigation support, including managing case files, processing, and responding to discovery requests, and the rules governing civil litigation. Mastery experience with legal research, analysis, and oral and written communication skills, including the ability to make recommendations, interpret laws, policies, and guidelines, and provide advice and guidance to effectively communicate with Council staff, other District agencies, and members of the public. Mastery knowledge of the Council's structure, functions, and document management systems, such as EMC SourceOne, Microsoft Azure, Discovery Attender, and Adobe, to search, collect, archive, and store large amounts of electronic and paper information.

## **SUPERVISORY CONTROLS**

Incumbent works under the general supervision of the General Counsel who assigns areas of responsibility and is available for policy guidance. Employee is responsible for planning and carrying out the assignments, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. Employee keeps the supervisor informed of progress and potentially controversial matters. Completed work, projects and recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the employee's immediate office by officials whose programs would be affected by implementation of the recommendations.

## **GUIDELINES**

All District of Columbia administrative policies, statutes, and precedents are applicable but are stated in general terms. The incumbent uses sound judgment, initiative, and resourcefulness in completing their work. The supervisor reviews completed work for the attainment of objectives and goals and is available to assist in resolving non-routine problems and matters relating to policy and legal interpretation.

## **COMPLEXITY**

Work involves providing legal support to attorneys, including case management, processing discovery requests, assisting attorneys in preparation for trial, oral argument, and other proceedings, conducting, analyzing, organizing legal research and resources, drafting documents, and organizing case files, and responding to and processing FOIA requests. Work at this level requires the application of analytical techniques that frequently require modification to fit a wider range of variables. Subjects and projects assigned usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis. Difficulty is encountered in measuring effectiveness and productivity due to variations in the nature of administrative processes. Information is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document.

## **SCOPE AND EFFECT**

The work involves processing records requests, complying with applicable statutes and policies, conducting legal research and analysis, and providing overall legal support to OGC attorneys. Decisions, course of action, and methodologies are based on knowledge and understanding of the applicable laws, practices, and policies.

## **PERSONAL CONTACTS**

Personal contacts consist of the Office of General Counsel, Councilmembers and their staff, attorneys, members of the public, and private businesses.

## **PURPOSE OF CONTACTS**

The purposes of contacts are to gain and/or provide information, process records requests, and support the overall work of the Office of the General Counsel.

## **PHYSICAL DEMANDS**

The work is mostly sedentary and is usually accomplished while seated at a desk. Some walking, standing, bending, and carrying of light objects is required.

## **WORK ENVIRONMENT**

The work is performed in a typical office setting.

## **OTHER SIGNIFICANT FACTS**

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability – Security Sensitive. This job is designated as “security sensitive” due to the position’s duties and responsibilities. Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication. The Legal Analyst is responsible for supporting OGC attorneys in conducting, analyzing, and organizing legal research and resources, including search of statutes, legislative history, case law, and out-of-state laws, and makes recommendations based on research findings. The incumbent will also be responsible for receiving and processing FOIA and other requests for information, documents, and records from the Council and communicating with members of the public regarding FOIA. Communicates and coordinates with Council members and Officer offices to obtain pertinent information and documents. Additionally, the Legal Analyst will advise and provide policy guidance to Council members and staff on matters pertaining to the administration of FOIA, including providing oral or written advice on the interpretation of FOIA provisions, and privileges and training on FOIA.

## **DRUG FREE WORKPLACE.**

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

## **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 “Application for Council OGC—Legal Analyst Specialist” to Karen Barbour, Legal Assistant, Office of the General Counsel ([kbarbour@dccouncil.gov](mailto:kbarbour@dccouncil.gov)). The OGC wishes to fill the position with a starting date March 11, 2024, 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.)

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**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.

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**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.

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**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.

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