



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 24 – 0916	POSITION TITLE: Legislative Assistant/ Policy Advisor
OPENING DATE: 09/16/24	CLOSING DATE: Open until filled
SALARY RANGE: \$75,000 - \$85,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm Weekend and Evening availability required
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Brooke Pinto
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 Legislative Assistant/ Policy Advisor serves as staff for the Committee on the Judiciary and Public Safety, providing direct support and guidance to the Committee Chair and Committee Director.

The Legislative Assistant/ Policy Advisor is responsible for preparing the Committee Chair in the conduct of hearings on proposed legislation and oversight matters. Responsibilities for this position include drafting, monitoring, and analyzing legislation; preparing legislative or legal memoranda on the interpretation of legislation; reviewing proposed contracts and reprogramming; meeting with stakeholders, responding to constituent requests; providing guidance to junior Committee staff, exercising oversight over executive agencies and boards; and managing the annual performance and budget process for agencies within the staffer’s portfolio.

The Legislative Assistant/Policy Advisor will report to and provide direct support to the Committee Director.

DUTIES AND RESPONSIBILITIES:

- Serves as the resident legislative and legal expert on the legislative history of programs, functions, and activities of the departments, agencies, offices, and issue areas assigned to the Senior Legislative Counsel.
- Drafts legislation, amendments, committee reports, hearing questions, opening statements, correspondence, and presentation and discussion points for legislative and Committee meetings.

- Consults and collaborates with Executive Branch officials, other Council offices, citizen and business stakeholders, and advocacy groups on proposed or pending legislation.
- Analyzes and reviews proposed operating and capital budgets and other financial information associated with the assigned departments, agencies, offices, or programs.
- Responds to oral and written inquiries from the general public, business leaders, advocacy groups.
- Occasional weekend and evening availability is required.

SKILLS AND COMPETENCIES:

- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing multiple assignments. Effectively evaluates and uses new ideas to enhance results.
- Accountability – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance in order 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.
- Judgment – Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and considers other perspectives before making a decision.
- Organizing Work – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- Research – Uses the appropriate assumptions, methods, and analytical approaches to obtain requested information. Demonstrates the ability to analyze collected information and provide recommendations on how the information should be used, shared, and documented.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Please include “Senior Legislative Counsel” in the subject line.

Please submit application package materials to Genevieve Hulick, Chief of Staff, at ghulick@dcouncil.gov.

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 and subsidized public transportation.

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.
