



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

## **POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-24-1118</b>	POSITION TITLE: <b>Assistant General Counsel</b>
OPENING DATE: <b>November 18 ,2024</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>LS12 - LS14</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 Legal 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.

### **POSITION OVERVIEW:**

The Office of the General Counsel for the Council of the District of Columbia is seeking qualified applicants for an Assistant General Counsel position.

The General Counsel's Office is responsible for providing a wide range of legal services to the Council Chairman, Members, Officers, and staff. Among other things, it is responsible for apprising the Council of developments in the law relating to Council legislation; supervising the publication of the District of Columbia Official Code; preparing technical-amendment and enactment bills; providing legislative drafting assistance to all Members and staff; engrossing and enrolling measures; ascertaining the legal sufficiency of legislation and preparing legal sufficiency determinations; identifying legislative concerns and providing Members with alternative policy options to solve those concerns; advising the Council on matters of parliamentary procedure; and compiling the parliamentary precedents of the Council.

Additionally, the Office represents the Council in administrative and judicial proceedings, responds to Freedom of Information Act (FOIA) requests, and provides ethical guidance to Members and staff.

## **SKILLS AND KNOWLEDGE REQUIRED:**

The incumbent is one of several Assistant General Counsels to the Council of the District of Columbia. In this capacity, the incumbent provides legal advice, assistance, and consultation services to the Chairman, Members of the Council, Council committees, and their staff on issues involving constitutional law, statutory construction, separation of powers, the Home Rule Act, administrative law, appropriations, and other legal matters particular to the unique status of the District.

The Assistant General Counsel is responsible for reviewing proposed legislation for legal sufficiency and conformance with the Council's drafting standards and proposing necessary changes or amendments; performing legal research and analysis; and representing the Council in administrative and judicial proceedings. Coordination with other District agencies, including the DC Office of the Attorney General, may be required, especially when there is a conflict in the interpretation of legislation. The incumbent reports to the Deputy General Counsel and the General Counsel.

## **ESSENTIAL JOB FUNCTIONS:**

The Assistant General Counsel provides a full range of legal services to Council members, committees, and staff, including:

- Reviewing drafts of proposed legislation submitted by Councilmembers and the Executive to ensure that the legislation is legally and technically sufficient.
- Interpreting federal and local laws, regulations, statutes, and court decisions.
- Providing technical support and assistance in legal matters.
- Researching and drafting formal, written opinions on pending legislation, procedural rules, and other matters of concern to the members.
- Reviewing agency contracts before Council approval.
- Responding to DC Freedom of Information Act requests.
- When litigation arises, responding to subpoenas, draft motions and briefs, and attending hearings.
- Daily contact with the highest levels within the Council.
- Regularly corresponding and meeting with representatives from District government agencies, the judiciary, and individuals with interests before the Council. The purpose of these contacts is to represent and defend the Council's legal and legislative interests by collecting and providing information, negotiating, and problem-solving with the parties involved.

*Although the incumbent is occasionally called upon to offer legal guidance on specific policy matters, the position is not policy oriented.*

## **QUALIFICATIONS:**

A successful candidate must:

- Possess a law degree from an accredited college or university.
- Be a member of the DC Bar or eligible to waive into the DC Bar within 360 days after appointment. Have at least four years of legal experience in researching and drafting legislation.
- Be a District resident or willing to move into the District of Columbia within 180 days of appointment.

Experience in a legislative environment, knowledge of constitutional, municipal or District of Columbia law, and litigation experience are also desirable.

## HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Legal writing sample of 5 to 10 pages
- Three professional references
- Complete the [DC-2000 Application Form](#)
- Please include "GEN-12-01 Assistant General Counsel" in the subject line.

Please submit application package materials to Hemani Patel at [Hpatel@dccouncil.gov](mailto:Hpatel@dccouncil.gov)

The OGC wishes to fill the position with a starting date in January 2025, but the application period will remain open until a suitable candidate is selected.

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**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 and 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 as a condition of employment will 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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