



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-122424	POSITION TITLE: Legislative Assistant
OPENING DATE: 12-20-2024	CLOSING DATE: January 21, 2025
SALARY RANGE: \$76,000-\$82,000	TOUR OF DUTY: Mon-Fri; 9:00am – 5:30pm
NO. OF VACANCIES: One	OFFICE: Councilmember Christina Henderson
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 Office of At-Large DC Councilmember Christina Henderson is seeking a highly motivated and experienced **Legislative Assistant** to support the implementation of the policy and legislative strategy for the member.

Essential Duties and Responsibilities:

- Researching oversight topics related to District government agencies;
- Drafting legislation;
- Preparing questions and statements for hearings and meetings;
- Forging relationships with stakeholders both within and external to the government; and
- Providing advice and guidance to the member, among other duties.
- The issue area portfolio will include business, economic development, and education, among others.

Qualifications:

- 3+ Years of experience working on policy, legislation, and government budgets.
- Advanced degree required.
- Exceptional writing and editing skills.
- Strong interpersonal communication.
- Familiarity with Microsoft Office suite
- Innovative problem-solving skills.
- Ability to work independently and as part of a team.

Salary and Benefits:

- Salary range is \$76,000 to \$82,000, including health insurance, dental insurance, vision insurance, paid time off, and retirement contribution.

To Apply:

Please submit your resume, cover letter, and 2 writing samples to Chief of Staff Mike Shaffer at mshaffer@dccouncil.gov, while including the position title in the subject line. Applications received before January 21, 2025, will be given priority.

Additional Information:

This is a full-time in-person position with occasional work from home opportunities located in the Councilmember's office in the Wilson Building in downtown Washington, D.C.

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; 12 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

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.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION