



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-25-0113</b>	POSITION TITLE: <b>Legislative Assistant</b>
OPENING DATE: <b>01/13/2025</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$75,000-\$85,000</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Matthew Frumin</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.

**POSITION OVERVIEW:**

Councilmember Matt Frumin seeks to hire a Legislative Assistant for the Committee on Human Services to support the implementation of the policy and legislative strategy for the committee and the members. The committee's jurisdiction includes Department of Human Services, Interagency Council on Homelessness, DC Public Library System, Office of Cable Television, Film, Music and Entertainment, Public Access Corporation, Commission on Latino Community Development, and the offices and commissions on Asian and Pacific Islanders Affairs, Fathers, Men, and Boys, and Latino Affairs.

**DUTIES AND RESPONSIBILITIES:**

- Drafts, monitors, and analyzes legislation
- Research oversight topics related to District government agencies
- Prepares questions and statements for hearings and meetings
- Analyzes and reviews proposed operating and capital budgets and other financial information associated with assigned departments, agencies, offices, or programs
- Reviews proposed contracts and reprogramming
- Consults and collaborates with Executive Branch officials, other Council offices, citizen and business stakeholders, and advocacy groups on proposed or pending legislation

- Responds to constituent requests related to committee matters

#### **SKILLS AND QUALIFICATIONS:**

- 2+ years of experience working on policy, legislation, and government budgets.
- JD or advanced degree in a relevant field strongly preferred.
- Prior policy experience related to the committee's areas of jurisdiction is highly desirable.
- Exceptional writing and editing skills.
- Demonstrated ability and organizational skills to multitask and maintain productivity across multiple legislative issue areas and priorities.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.

#### **PERFORMANCE ENVIRONMENT:**

This is a full-time, hybrid position with four days per week in-person at the Wilson Building in downtown Washington, DC, and one day per week remote, with additional occasional work from home opportunities. Incumbents will work in a collaborative team environment. Evening and occasional weekend availability is required. Regular recess periods and the cyclical nature of the Council's legislative calendar, as well as the office leave policy, provide opportunities to balance out periods of necessarily high-intensity work.

This position reports to the Committee Director.

#### **HOW TO APPLY:**

Qualified candidates should submit:

- Cover Letter
- Resume
- Brief writing Sample
- Three professional references
- Please include "**Legislative Assistant - Committee**" in the subject line.
- Submit application package materials to **Chief of Staff Leigh Catherine Miles** [lcsmiles@dccouncil.gov](mailto:lcsmiles@dccouncil.gov)
- Applications received before January 27, 2025, will be given priority.
- **No phone calls**, please. Applicants will only be notified if granted an interview.

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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 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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