



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-25-0218	POSITION TITLE: Legislative Clerk
OPENING DATE: February 18, 2025	CLOSING DATE: Open until filled
SALARY RANGE: \$70,000 - \$80,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Office of At-Large Councilmember Robert C. White, Jr.
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:

District of Columbia Councilmember Robert White (D, At-Large) seeks a highly organized and detail-oriented Legislative Clerk to provide essential support to the Committee on Housing. The Legislative Clerk will play a critical role in managing committee operations, assisting with hearings, facilitating stakeholder engagement, and supporting legislative research and document management. This position is for individuals interested in gaining hands-on experience in legislative operations, policy development, and government affairs.

The incumbent will be expected to proactively manage logistics, track legislative actions, and facilitate constituent interactions related to housing issues. This position requires a broad understanding of the workings of the Council and the Executive Branch of the District government.

All staff engage with constituents, stakeholders, and government agencies and represent the office at meetings and events across the District.

ESSENTIAL JOB FUNCTIONS:

Legislative Operations & Scheduling

- Provides administrative and operational support to the Committee on Housing.
- Assists in setting up legislative hearings, roundtables, and briefings, including booking rooms, creating Zoom links, and managing hybrid or in-person meeting logistics.
- Tracks and organizes committee reports, legislation, and official documents to ensure accessibility and compliance with Council procedures.
- Manages and distributes hearing agendas, witness lists, and official notices to stakeholders and committee members.
- Coordinates with government agencies, advocacy groups, and residents regarding hearing participation and testimony submission.

Administrative & Office Support

- Serves as a liaison between the Housing Committee, other Council offices, and external stakeholders.
- Manages committee databases, mailing lists, and stakeholder contact information.
- Assists in drafting and distributing meeting minutes, summaries, and follow-up action items.
- Provides logistical support for committee meetings, special events, and briefings.
- Assists in document management, record-keeping, and correspondence handling for committee activities.

Stakeholder Coordination & Constituent Engagement

- Communicates proactively with public witnesses, agencies, and advocacy organizations to provide hearing logistics and ensure smooth participation.
- Fields phone and walk-in inquiries from members of the public and facilitates resolution of legislative or housing-related concerns.
- Supports outreach efforts to ensure diverse and representative participation in hearings and roundtables.
- Manages accessibility procedures, ensuring that residents requiring language access or ASL interpretation services can participate in committee events.

Policy Research & Legislative Support

- Conducts background research on policy issues relevant to the Housing Committee's jurisdiction.
- Prepares memos, talking points, and policy summaries under the supervision of the Legislative Director.
- Assists in tracking legislation, committee actions, and related policy developments.
- Supports the drafting and review of committee reports, amendments, and legislative proposals.

Professional Development & Growth

- Participates in internal training and mentorship opportunities to build expertise in legislative processes and policy research.
- Gains exposure to the legislative process by working closely with senior legislative staff.
- Identifies areas of interest within legislative work and develops specialized knowledge in key issue areas.

QUALIFICATIONS:

Education & Experience

- A Bachelor's degree in a relevant field or at least three years of experience in government affairs, policy, or legislative work.
- Prior experience in administrative support, legislative coordination, or constituent engagement is preferred but not required.
- Demonstrated ability to handle high-volume scheduling, research, and stakeholder coordination.

KNOWLEDGE & SKILLS REQUIRED:

The successful applicant should have a broad understanding of the legislative process and the role of the District government in housing policy, and must possess the following skills:

- Exceptional organizational skills and the ability to manage multiple priorities simultaneously.
- Strong verbal and written communication skills, including professional correspondence and public engagement.
- Attention to detail in tracking legislation, scheduling hearings, and managing official documents.
- Ability to work with a variety of personalities in a tactful and professional manner.
- Proficiency in office software, including Microsoft Office Suite and legislative tracking tools.
- Ability to work independently while collaborating effectively with the legislative team, government agencies, and stakeholders.
- Flexibility to work a non-traditional schedule, including evenings and weekends, as legislative sessions require.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include “Legislative Clerk” in the subject line and submit application materials to Shanel Wilson: swilson@dccouncil.gov.
- No phone calls, please. Applicants will only be notified if granted an interview.

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.
