



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC- 20-0616	POSITION TITLE: Legal Analyst Specialist ES 03
OPENING DATE: June 16, 2025	CLOSING DATE: Open Until filled
SALARY RANGE: \$54,848 – \$117,235 per year	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Office of the General Counsel
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 position is located in the Office of General Counsel (OGC) for the Council of the District of Columbia (Council). OGC provides legal advice, assistance, and consultation services to the Chairman and members of the Council, their staff, Council committees, and other Council offices. OGC is responsible for researching and reviewing legislation for legal and technical sufficiency, instructing and guiding Council staff on drafting legislation, representing the Council in administrative and judicial proceedings, and conferring with the DC Office of the Attorney General where there is a conflict in the interpretation of legislation. The Legal Analyst position is responsible for supporting the General Counsel and OGC attorneys.

MAJOR DUTIES AND RESPONSIBILITIES:

Freedom of Information Act

Receives and processes Freedom of Information Act ("FOIA") and other requests for information, documents, and records from the Council and communicates with members of the public regarding FOIA

under the direction and supervision of the General Counsel. Develops and conducts searches for electronic and physical files for FOIA and other document requests across all Council systems and locations where they might be stored. Reviews records for responsiveness, privilege, and the application of FOIA exemptions, and creates and maintains logs where needed. Communicates and coordinates with Council members and offices to obtain pertinent information and documents.

Advises and provides policy guidance to Council members and staff on matters pertaining to the administration of FOIA, including providing oral or written advice on the interpretation of FOIA provisions, privileges and training. Reviews and analyzes appeals from denials of access to records and recommends a final decision to the General Counsel on the release or non-release of records. Develops or advises on the development of legislation, procedural guidance, and policies on issues related to the Council's implementation of FOIA. Keeps abreast of judicial, agency, and other changes and interpretations regarding laws and regulations related to FOIA.

Legislation and Office Administration

Provides legislative support to OGC attorneys, including formatting legislation for attorney review, transmitting enrolled and engrossed legislation to the Office of the Secretary, and organizing and maintaining physical and electronic legislative files. Supports OGC attorneys in conducting, analyzing, and organizing legal research and resources, including searches of statutes, legislative history, case law, and out-of-state laws, and makes recommendations based on research findings. Assists with office administration and performs other duties as assigned.

Codification

Provides codification support to OGC attorneys, including formatting and preparing legislation for codification on the Council's website and in hardcover D.C. Official Code books. Reviews and analyzes revisions to volumes of the hardcover Code of the District of Columbia, prior to their publication. Assists the Codification Counsel in the distribution of hardcover copies of the D.C. Official Code to Councilmembers and staff. Researches legislations from the United States Congress that amends the Official Code of the District of Columbia.

Litigation

Provides litigation support to OGC attorneys, including case management, processing discovery requests, assisting OGC attorneys in preparation for trial, oral argument, and other proceedings, drafting documents, and organizing case files. Reviews, cite-checks, and proofreads draft pleadings, legal memoranda, and other written products prepared by OGC attorneys.

SKILLS AND KNOWLEDGE:

The ideal candidate will have demonstrated competence in the following areas:

- Knowledge of and experience with the District of Columbia's legislative process, including the Council's functions and structures, and/or the federal or other state legislative processes.
- Knowledge of and experience with the District of Columbia Freedom of Information Act, the federal Freedom of Information Act, or other state open government and sunshine laws, including judicial precedent.
- Reviewing, redacting, processing, and responding to information requests involving many documents or electronic records.
- Providing litigation support, including managing case files, processing, and responding to discovery requests, and the rules governing civil litigation.
- Oral and written communication skills, including the ability to make recommendations, interpret laws, policies, and guidelines, and provide advice and guidance to effectively communicate with OGC attorneys, Council staff, other District agencies, and members of the public.
- Conducting legal research and analysis, including the use of LexisNexis, Westlaw, and/or Congressional websites.
- Using document management systems such as EMC SourceOne, Microsoft Azure, Discovery Attender, and Adobe to search, collect, archive, and store large amounts of electronic and paper information.
- Working independently to manage multiple deadlines and problem solve and exercising sound judgment to achieve desired outcomes.
- Familiarity with the organizational structure of the Code of the District of Columbia, the role of the United States Congress in developing the Code, and the various legislative vehicles used by the Council (i.e., emergency acts, temporary laws, permanent laws).
- Knowledge of or interest in basic computer programming concepts and website maintenance

PERFORMANCE ENVIRONMENT:

The incumbent works under the general supervision of the General Counsel who assigns areas of responsibility and is available for guidance and under the direct supervision of other OGC attorneys depending on the assignment. The incumbent is responsible for planning and carrying out multiple assignments under strict time constraints, resolving most conflicts that arise, coordinating work with others as necessary, and interpreting policy on their own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress and potentially controversial matters and is responsible for maintaining the confidentiality of attorney work product and other sensitive materials under their control. Work, projects, and recommendations are reviewed by the supervisor for completeness, accuracy, and effectiveness in achieving intended objectives.

Duties require the application of analytical techniques that frequently require modification to fit a wider range of variables. Subjects and projects assigned usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis.

Personal contacts consist of the Office of General Counsel, the Chairman and Councilmembers and their staff, Council central offices including the Office of the Secretary and the Office of Information Technology, outside attorneys, members of the public, and private businesses.

The work is performed in a typical office setting and is mostly sedentary and accomplished while sitting at a desk. Some walking, standing, bending, and carrying light objects is required.

OTHER SIGNIFICANT FACTS:

This position may be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability – Security Sensitive. This job is designated as “security sensitive” due to the position’s duties and responsibilities. Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

DRUG FREE WORKPLACE:

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

HOW TO APPLY:

Application package must include:

- Cover Letter
- Resume
- Legal writing sample, 2 to 5 pages
- Three references, two must be professional
- [DC-2000 Form](#)
- Please include “Application for Council OGC—Legal Analyst Specialist” in the subject line and submit application to Hemani Patel, Legal Analyst Specialist, Office of the General Counsel hpatel@dccouncil.gov.
- The OGC wishes to fill the position with a starting date of July 15, 2025, but the application period will remain open until a suitable candidate is selected.

DOMICILE REQUIREMENT:

An Excepted Service appointee to the Council 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; 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, 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.

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.
