



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC -25- 0602	POSITION TITLE: Administrative Assistant
OPENING DATE: 06/02/2025	CLOSING DATE: Open until filled
SALARY RANGE: \$60,000 - \$65,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Janeese Lewis George
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:

Ward 4 Councilmember Janeese Lewis George is seeking to hire an Administrative Assistant. The ideal candidate will have completed at least one year of education beyond high school and possess a minimum of four years of progressively responsible administrative support experience for a high-level supervisor, manager, or executive. For candidates without post-secondary education, equivalent experience demonstrating advanced administrative support skills and competencies is required.

SKILLS AND RESPONSIBILITIES:

- **Operational Awareness:**
 - Maintains an understanding of issues affecting office operations through regular communication and meetings with staff.
 - Keeps the supervisor informed and offers solutions to address operational challenges.
 - Answers the Councilmember's main phone line and serves as the first point of contact for constituents. Directs calls and inquiries to the appropriate staff member of the Constituent Services Coordinator.
- **Communication:**
 - Communicates effectively with colleagues, external partners, and the public.

- Possesses strong written and verbal communication skills to draft letters, emails, and reports.
- Maintains confidentiality and discretion in handling sensitive information.
- **Briefing Preparation:**
 - Develops briefing packages based on personal knowledge or gathered information.
 - Ensures packages are completed in advance to allow for supervisor review, revisions, and finalization.
- **Inquiry Management:**
 - Responds to a wide range of inquiries regarding Council activities, government services, and policies, ensuring accuracy and alignment with the views of the Councilmember or supervisor.
 - Refers complex inquiries to the appropriate staff member when necessary.
- **Complaint Resolution:**
 - Investigates and resolves complaints from citizens about Council activities, decisions, or DC government departments and agencies.
 - Handles complaints received through various channels, including phone calls, in-person visits, voicemails, website submissions, and written correspondence.
- **Meeting Support:**
 - Facilitates meetings and planning sessions by preparing materials, taking notes, operating equipment, and providing additional support as needed.
- **Tracking Correspondence:**
 - Inputs and updates information in a correspondence tracking system.
 - Generates reports, provides updates, and responds to special information requests, ensuring timely and accurate data entry.
- **Data Management:**
 - Collects and compiles data from various sources for program monitoring and reporting.
- **Software Utilization:**
 - Creates professional charts, graphs, and tables using software applications.
- **File and Records Management:**
 - Organizes and maintains files and records to support efficient office operations.
- **Liaison Duties:**
 - Serves as a liaison to the Information Services Division and Support Services Division in the Office of the Secretary.

- Coordinates activities such as acquiring supplies, managing software and hardware upgrades, overseeing time and attendance tracking, onboarding new employees, handling records management, and addressing facilities-related needs.

PERFORMANCE ENVIRONMENT:

Incumbents of this position will be required to work in a high paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond the 9:00am – 5:30pm workday. Work is performed in an office setting with generous opportunities to work remotely.

Due to the nature of government work, staff may encounter events, decision points, or interactions with constituents involving a high degree of trauma. Incumbents of this position are asked to recognize and communicate – to their level of comfort and confidentiality – when the content of their work may affect them personally or emotionally and are encouraged to request help from their colleagues when needed.

Regular recess periods and the cyclical nature of the Council’s legislative calendar provide opportunities to balance out periods of necessarily high-intensity work. The office strives to create a leave policy and overall culture to minimize the potential for burnout, or to identify and correct for it when it may arise.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please submit application package materials to jobs@dccouncil.gov and include “Administrative Assistant” in the subject line
- **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.

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