



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC -25-1120	POSITION TITLE: Administrative Assistant
OPENING DATE: December 1, 2025	CLOSING DATE: Open until filled
SALARY RANGE: 50,000.00	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: OSEC
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:

Successful candidates for this position will have completed at least one year of education beyond the high school level and possess a minimum of four (4) years of progressively responsible administrative support experience for a high-level supervisor, manager, or executive. For candidates without post-secondary education, experience must demonstrate the skills and competencies necessary for providing advanced administrative support.

SKILLS AND RESPONSIBILITIES:

- **Operational Awareness & Office Support**
 - Maintain an understanding of office priorities through regular communication with staff.
 - Keeps the supervisor informed and offers solutions to address operational challenges.
 - Respond to inquiries regarding legislative activities, government services, and policies ensuring accuracy and alignment with the views of the supervisor.
- **Briefing Preparation:**
 - Develop and assemble briefing materials based on gathered information and knowledge of issues.

- Ensure materials are prepared in advance for supervisor review and approval.
- Facilitate meetings by preparing materials, taking notes, operating equipment, and providing general support.
- **Inquiry Management:**
 - Respond to incoming inquiries and constituent concerns via phone, in person, email, website submissions, and written correspondence.
 - Triage and refer complex matters to the appropriate staff member.
 - Investigate and help resolve complaints related to Council activities or District government services.
- **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.
- **Tracking & Data Management:**
 - Input and maintain data in correspondence and tracking systems.
 - Generate reports and respond to information requests in a timely and accurate manner.
 - Collect, organize, and compile data from various sources for program monitoring and reporting.
 - Create professional charts, graphs, tables, and other supporting materials using standard software tools.
- **FILE & RECORDS MANAGEMENT:**
 - Maintain organized digital and physical filing systems to support efficient operations.
 - Assist with records retention and archiving requirements.

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.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume

- Three References
- DC2000 (DC 2000 can be found at: <https://dccouncil.us/jobs-solicitations/application-for-employment/>.)
- Please include “ADMINISTRATIVE ASSISTANT” in the subject line.
Please submit application package materials to jobs@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.

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