



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC -29- 0626	POSITION TITLE: Legislative Assistant
OPENING DATE: June 29, 2026	CLOSING DATE: Open until filled
SALARY RANGE: \$70,000 - \$80,000	TOUR OF DUTY: Monday-Friday: 9am-5:00pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Trayon White, Sr.
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:

Councilmember Trayon White, Sr. seeks a highly motivated, policy-driven Legislative Assistant to support the Councilmember's legislative, oversight, and constituent service priorities.

This position involves advising the Councilmember on public policy, oversight, and budget issues affecting District and Ward 8 residents as part of a legislative team. Responsibilities include reviewing and drafting legislation, tracking legislation and developments within assigned issue areas, conducting research and analysis, and preparing for and staffing the Councilmember at public hearings and legislative meetings.

DUTIES AND RESPONSIBILITIES:

- Research, analyze, and develop legislation, resolutions, and policy initiatives that advance the Councilmember's priorities for Ward 8 and the District.
- Monitor legislation before the Council and provide timely analysis and recommendations.
- Draft legislative summaries, policy memoranda, briefing materials, testimony, amendments, and correspondence.
- Conduct legal and policy research to support legislative initiatives and oversight activities.
- Prepare the Councilmember for Council meetings, Committee hearings, budget hearings, oversight hearings, and stakeholder meetings.
- Analyze the Mayor's proposed budget and agency performance related to assigned policy areas.

- Recommend budget investments and policy changes that support Ward 8 priorities.
- Monitor District agencies to ensure compliance with legislation, responsiveness to constituents, and effective service delivery.
- Attend community meetings, public forums, agency briefings, and neighborhood events on behalf of the Councilmember.
- Respond to constituent inquiries related to assigned policy areas.

SKILLS AND QUALIFICATIONS:

- 2+ years of experience working on policy, legislation, and government budgets.
- JD or advanced degree in a relevant field strongly preferred.
- Knowledge of District government, the DC Council and issues affecting Ward 8.
- Demonstrated ability to perform data-driven research, synthesize complex information rapidly, and maintain meticulous factual accuracy. Advanced skills in Microsoft Excel are highly desirable.
- Exceptional written and verbal communication skills, with the ability to summarize complex data into digestible information for a general audience.
- Proven ability and organizational skills to multitask and maintain productivity across multiple legislative 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 Legislative Director.

HOW TO APPLY:

All packages must include:

- Cover Letter
 - Resume
 - Three References
 - Please include “**Legislative Assistant**” in the subject line.
 - **Please submit application package materials to the Chief of Staff, Sheila Bunn at sbunn@dccouncil.gov.**
 - **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.)

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