



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-26-0722	POSITION TITLE: STAFF ASSISTANT
OPENING DATE: 07/27/2026	CLOSING DATE: Open until filled
SALARY RANGE: \$53,249.00 - \$66,562.00 ES - 3	TOUR OF DUTY: Monday-Friday: 9am -5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Office of the Secretary (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:

The Staff Assistant provides comprehensive administrative and operational support to the Office of the Secretary and its divisions, including Legislative Services, Support Services, Human Resources. The incumbent performs a broad range of administrative, clerical, and customer service functions that ensure the efficient daily operation of the Office and support the Council's legislative and administrative mission.

This position serves as a key point of contact for internal and external stakeholders and is responsible for coordinating administrative processes, maintaining official records, preparing correspondence, supporting special projects, and ensuring the timely flow of information. The Staff Assistant exercises sound judgment, maintains confidentiality, and provides exceptional customer service while working in a fast-paced legislative environment.

DUTIES AND RESPONSIBILITIES:

- Provides comprehensive administrative and operational support to the Office of the Secretary and its divisions to ensure efficient day-to-day operations.
- Coordinates office activities by managing correspondence, records, and administrative workflows.
- Prepares, reviews, and maintains correspondence, reports, official records, databases, and other administrative documents for accuracy, completeness, and confidentiality.

- Serves as a primary point of contact for Council Members, staff, District agencies, vendors, and the public by providing professional customer service and responding to inquiries.
- Supports office operations by maintaining supplies, coordinating procurement-related activities, tracking assignments, and assisting with special projects and administrative initiatives.
- Conducts administrative research, compiles information, and prepares reports, presentations, and other materials to support management and organizational objectives.
- Maintains confidential personnel, legislative, procurement, and operational information in accordance with Council policies and records management requirements.

SKILL AND QUALIFICATIONS:

- Successful candidates will possess a high school diploma or at least three (3) years of progressively responsible administrative support experience.
- Equivalent combinations of education and experience demonstrating the knowledge, skills, and abilities required to successfully perform the duties of the position will also be considered.
- The ability to thrive in a fast-paced, varied environment, including the ability to organize, prioritize, and multitask.

CORE COMPETENCIES:

- **Technical Knowledge:** Demonstrates proficiency in administrative support functions, records management, office operations, customer service, and modern office technology. Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and Teams) and other office software applications.
- **Communication:** Communicates effectively and professionally, both orally and in writing. Produces accurate correspondence and conveys information clearly to a variety of audiences.
- **Customer Service:** Provides responsive, courteous, and professional service to Council Members, staff, District agencies, vendors, and members of the public. Demonstrates patience, diplomacy, and a commitment to resolving inquiries efficiently.
- **Organization and Time Management:** Effectively manages multiple assignments, priorities, and deadlines while maintaining accuracy and attention to detail.
- **Accountability:** Accepts responsibility for assigned work, demonstrates initiative, follows through on commitments, and consistently produces high-quality work.
- **Adaptability:** Responds effectively to changing priorities, evolving workloads, and shifting organizational needs while maintaining professionalism and productivity.
- **Confidentiality:** Exercises sound judgment and discretion when handling confidential, sensitive, or privileged information.
- **Problem Solving:** Identifies administrative issues, evaluates available information, recommends practical solutions, and follows through to resolution.
- **Initiative:** Works independently with minimal supervision, anticipates administrative needs, and proactively addresses issues before they become problems.
- **Teamwork:** Builds positive working relationships and collaborates effectively with colleagues throughout the Council and external organizations.
- **Attention to Detail:** Produces accurate work, carefully reviews documents, and ensures compliance with established procedures and quality standards.

PERFORMANCE ENVIRONMENT:

This is a full-time, hybrid position with four days per week in-person in the office in the Wilson Building in downtown Washington, DC, and one day per week remote. 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.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- References
- Please include ***"Staff Assistant"*** in the subject line and submit application 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