Assistant Attorney General, Personnel & Labor Relations Section, Personnel, Labor & Employment Division (District of Columbia)

Employer
Office of the Attorney General for the District of Columbia

Job Location
Washington, DC

Date posted
October 19, 2022

Description
LOCATION:
Office of the Attorney General for the District of Columbia
Personnel, Labor and Employment Division
400 Sixth Street, N.W.
Washington, D.C. 20001

REMOTE WORK STATUS: A hybrid remote telework/in-office schedule option is available upon supervisory approval.

COVID-19 VACCINATION REQUIREMENT: The Office of the Attorney General for the District of Columbia (OAG) is committed to providing the highest quality legal and programmatic services to the District and its residents while ensuring the health and safety of employees, customers, clients, volunteers, contractors, and other visitors.

The District of Columbia Office of the Attorney General values the safety of our employees, our residents, and our visitors. In support of these values, OAG employees must be fully vaccinated against COVID-19, including having received a booster shot within five months from either the date of the second shot for the Pfizer and Moderna vaccines (or two months from the single-shot of Johnson & Johnson), except when vaccination is not medically advised or violates sincerely held religious beliefs. If you are the selected candidate, as of your start date, you must provide proof that you are fully vaccinated against COVID-19, including timely received booster vaccine, or you must request an exemption from your representative.

JOB REQUISITION NUMBER: 2022-142

NUMBER OF VACANCIES: One (1)

SALARY RANGE: $125,653
This range is within the Legal Service salary schedule from Grade 14 Step 1. The salary range is based on a multitude of factors including applicable rules, regulations, and guidelines.

PAY PLAN, SERIES AND GRADE: LS-905-14

TYPE OF APPOINTMENT: Legal Service – NTE Appointment (NTE 13 Months)

COLLECTIVE BARGAINING UNIT: This position is not in the collective bargaining unit.

AREA OF CONSIDERATION: Open to the Public

DESCRIPTION OF DUTIES: The District of Columbia Office of the Attorney General seeks a Trial Attorney to join its Personnel and Labor Relations Section (PLRS) to represent in administrative matters before the Office of Employee Appeals, Office of Administrative Hearings, Office of Human Rights, and the U.S. Equal Employment Opportunity Commission, Metropolitan Police Department

Adverse Action Panels, and Fire and Emergency Medical Services Department Fire Trial Boards. The candidate will also provide appellate representation of these matters before the Compensation Review Board/Department of Employment Services, various Federal Mediation and Conciliation Service arbitrators, the Office of Employee Appeals Board, the Public Employee Relations Board, and the District of Columbia Superior Court. Duties include all aspects of civil litigation, i.e., discovery, motions practice, brief writing, and evidentiary hearings.

The Assistant Attorney General is responsible for:
• Conducting legal writing and research, including identifying legal/factual issues from all relevant sources and correctly analyzing them;
• Orally preparing and presenting the position of the District of Columbia and OAG clearly, logically, and persuasively, while displaying technique and demeanor appropriate for the forum;
• Using job knowledge, training, experience, and expertise to provide clear, thorough, well-reasoned, creative and timely advice to supervisors, clients, and other government officials
• Establishing and maintaining productive, responsive, and courteous working relationships with co-workers, agencies and individuals, including the courts and private bar);
• With supervisor approval, developing and implementing litigative strategies appropriate to the case including but not limited to discovery, motions, and trial/hearing practice; and
• Performing other duties as assigned.

QUALIFICATIONS: Candidates must have at least 10 years of relevant litigation experience and excellent oral and written communication skills for consideration for the grade 14 salary. Personnel and labor experience is preferred.

Candidates must possess excellent legal research and writing skills and strong interpersonal skills. Candidates must have experience handling a large volume of cases and possess the ability to work under pressure without sacrificing the quality of work. The successful candidate should be a self-starter with the ability to work with a high degree of independence.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

SUBSTITUTION OF EDUCATION: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, to receive credit, applicants must submit official proof of educational attainment at the time of application.

TIME-IN-GRADE RESTRICTIONS: Time in grade restrictions must be met by the closing date of this vacancy announcement.

HOW TO APPLY: Interested candidates must apply online by 11:59pm of the closing date. All applications must include the completed questionnaire, along with a cover letter, resume, a list of three professional references including supervisors, and a writing sample. Please ensure that all required documents are included prior to submitting the application.

OTHER SIGNIFICANT FACTS
GENERAL SUITABITLY SCREENING: The selected candidate will be subject to a

background investigation including reference checks.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, 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.

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, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the 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, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, 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 TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

Job Application URL