

Attorney Advisor (District of Columbia)

Description

General Job Information

Job Summary

This position is located in the Contract Appeals Board (CAB or Board). CAB is an independent executive branch agency created by the Procurement Practices Reform Act of 2011. The mission of the Board is to provide an impartial, expeditious, inexpensive and knowledgeable forum for hearing and resolving de novo government and contractor appeals from Contracting Officer's final decisions, disappointed bidder protests of a solicitation or award of a District contract, Quick Payment Act claims, Public-Private Partnership Act claims, and appeals from debarment and suspension decisions of the Chief Procurement Officer.

The purpose of this position is to serve as an advisor to one or more Board Judges in resolving adjudicated cases involving urgent, sensitive, complex and critical government procurement law matters pertaining to District agencies and/or other entities covered by the Procurement Reform Amendment Act. Attorneys will conduct legal research and prepare draft recommendations to help CAB Judges resolve bid protests and contract disputes, debarments and suspensions. Attorney(s) will be assigned cases and work under the supervision of a single Judge to responsibly manage all aspects of a case.

Duties and Responsibilities

Responds timely to motions practice, discovery disputes, protective order requests and sealed evidence, and pretrial, trial, and post-trial issues. Prepares Judges for status conferences, bid protest hearings, prehearings, disputes hearings, and alternative dispute resolution as necessary. Drafts clearly written, legally sound bid protest and claims dispute decisions in a timely manner, ensuring that they are reviewed, edited, and submitted to Judges in accordance with all applicable law, the available record and prescribed timelines.

Handles urgent, sensitive, and confidential legal research and writing matters for one or more Board Judges. Reviews complex, voluminous and time-sensitive litigation materials, and conducts legal research and prepares written recommendations in response to requests from Board Judges. Conducts extensive and detailed research of procurement, civil and e-discovery evidence, civil procedure, and other matters pertaining to procurement laws. Prepares analyses of options and recommendations.

Qualifications and Education

Incumbents must have a law degree from an American Bar Association (ABA) accredited law school.

Licenses and Certifications

The incumbent must be in good standing with the District of Columbia Bar or have the eligibility for waiver into the bar and admitted within 360 days of appointment.

Employer

D.C. Contract Appeals Board

Job Location

Washington, DC

Date posted

August 11, 2022

Working Conditions/Environment

The work is primarily performed in a typical office setting.

Other Significant Facts

Tour of Duty: Monday – Friday; 8:15 a.m.- 4:45 p.m. Alternative Work Schedules (AWS) and remote-hybrid schedules may be available.

Pay Plan, Series, Grade: LA-0905-14

Promotional Potential: None

Collective Bargaining Unit: This position is not in a collective bargaining unit.

Position Designation: The position has been deemed security-sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

Vaccination Requirement: The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO Statement: The District of Columbia Government is an 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.

Job ID: 18416

Grade/Appt: Legal Service 14 – Reg Appt

Salary Range: \$125,653.00 – \$163,353.00

Agency: Contract Appeals Board

Full/Part Time: Full Time

Location: 441 4th Street NW, Ste. 350-North, Washington DC 20001

Area of Consideration: Open to the Public

Opening/Closing Date: 8/8/2022 – 8/22/2022

Available Openings: 1

[More information at DC Department of Human Resources \(DCHR\) URL](#)