

Attorney Advisor, Government Contracts Section, Commercial Division (District of Columbia)

Description

POSITION TITLE: Attorney Advisor , Governments Contracts Section, Commercial Division (2022-123; Closes July 20, 2022)

LOCATION:

Office of the Attorney General for the District of Columbia
Commercial Division
Land Use Section(
400 Sixth Street, NW
Washington, DC 20001

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

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.

Please note that OAG currently has a vaccine requirement for individuals who must conduct in-person work.

JOB REQUISITION NUMBER: 2022-123

NUMBER OF VACANCIES: 1

OPENING DATE: June 29, 2022

CLOSING DATE: July 20, 2022

SALARY RANGE: \$ 126,297. - \$ 143,149.

This salary is within the Legal Services salary schedule at Grade 14 Step 1 through Step 5. The salary will be based on a multitude of factors including applicable rules, regulations, and guidelines.

PAY PLAN, SERIES, AND GRADE: LA-0905-14

TYPE OF APPOINTMENT: Legal Services – Regular Appointment

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFGE Local 2401. If you opt to join the union, and consent, a service fee will be paid through direct payroll deduction.

AREA OF CONSIDERATION: Open to the Public

DESCRIPTION OF DUTIES: The Commercial Division of the Office of the Attorney General for the District of Columbia provides legal advice and transactional and litigation support to the District Government in the core areas of community and

Employer

Office of the Attorney General for
the District of Columbia

Job Location

Washington, DC

Date posted

July 12, 2022

economic development, real estate, procurement, tax, finance, bankruptcy, land use, and public works. The incumbent will report to the Chief of the Government Contracts Section within the Commercial Division and provide legal advice and assistance to District agencies regarding procurement matters as assigned, including contract advice on the formation and administration of contracts, review of contracts for legal sufficiency, and litigation of contract protests and claims before the District of Columbia Contract Appeals Board and the District of Columbia Superior Court.

The Attorney Advisor is responsible for:

Reviewing proposed solicitations, contract packages and other procurement-related documentation for legal sufficiency, both as to form and substance; performs legal research and provides written and oral comments and advice to District agencies on procurement and contract matters.

Advising District agencies regarding compliance with applicable laws and regulations relevant to District government contracting, including the application of local hiring requirements.

Developing legal strategies, researches issues, and drafts memoranda and legal briefs.

Monitoring and, where necessary, participates in the resolution of legal issues for high-profile and priority projects.

Keeping abreast of changes in District of Columbia and federal laws and regulations related to District of Columbia government contract formation, administration, and litigation.

Defending the District against protests of solicitations and contracts, as well in appeals of contract claims and represents the District before the Contract Appeals Board and the Superior Court.

Performing all functions related to case and calendar management, e.g., case file entry and updating, documentation of actions taken, timely review of legal proceedings, and any administrative functions associated with conclusion of assigned matters.

Performing other related duties as assigned.

QUALIFICATIONS: To qualify, applicants must have at least 4 years of substantive, demonstrated experience in the area of government contracting, including contract-related litigation.

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

OTHER SIGNIFICANT FACTS

GENERAL SUITABILITY 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 the 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.

RESIDENCY PREFERENCE: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District residents' applications, unless the person declines the preference points. If selected, the person shall be required to present proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. If the position you accept is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of employment and continue to maintain residency within the District of Columbia throughout the duration of 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 the 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 that 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

<https://jobs.jobvite.com/oagdc/job/oF18jfwR>