

## Attorney Advisor, Government Contracts Section – DC Office of the Attorney

**Nichols Liu**  
DC Office of the Attorney

### Description

Note: This posting closes on March 31, 2020

**Job Location**  
Washington DC

### Description

**Date posted**  
March 13, 2020

**REQUISITION NO.:** 2020-72

**OPENING DATE:** March 10, 2020

**CLOSING DATE:** March 31, 2019

**SALARY RANGE\*:** \$100,133 – \$113,481

\*This salary range is within the Legal Service salary schedule from grade 13 step 1 to 5. Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

**DURATION OF APPOINTMENT:** Permanent

**AREA OF CONSIDERATION:** Open to the Public

**This position is in the collective bargaining unit represented by AFGE Local 1403. If you opt to join the union, and consent, a service fee will be paid through direct payroll deduction.**

These positions are located in the Government of the District of Columbia Office of the Attorney General (OAG), Government Contracts Division. The positions report to the Chief of the Government Contracts Section within the Commercial Division and will provide legal advice and assistance to District agencies regarding procurement matters, including contract formation and administration, review contracts for legal sufficiency, and litigate protests and claims before the District of Columbia Contract Appeals Board and the District of Columbia Superior Court.

### DESCRIPTION OF DUTIES:

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

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

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

Defend the District against protests of solicitations and contracts, as well as appeals of contract claims, and represent the District before the Contract Appeals Board

and the Superior Court.

Develop legal strategies, research issues, and draft memoranda and legal briefs.

Perform 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.

**QUALIFICATIONS:** The successful candidates must be able to demonstrate that they have:

- (1) knowledge of contracting and procurement laws, principles, regulations, strategies, practices and procedures;
- (2) familiarity with all phases of government contract formation, administration, and procurement, including identification and planning for government contract opportunities, preparation of bids and proposals, contract administration and closeout;
- (3) the ability to provide detailed and thorough reviews of procurement documents, including solicitations, contracts, and compliance documents;
- (4) experience researching and drafting legal memoranda and pleadings;
- (5) knowledge of the various types of contracts and procurement methods;
- (6) the ability to provide legal advice to agency clients in procurement matters; and
- (7) experience in litigation of protests and disputes concerning solicitations and contracts in administrative and judicial forums.

**ELIGIBILITY:** Applicants for these positions must have a law degree from a law school accredited by the American Bar Association (ABA), be active members in good standing of the bar of any jurisdiction and have a minimum of two years of substantive, demonstrable experience in the area of government contracting. Knowledge of specific District of Columbia procurement laws and regulations is preferred.

**DISTRICT OF COLUMBIA LICENSURE:** If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your appointment. You must remain a member in good standing of the District of Columbia Bar for the duration of your employment with the OAG.

**HOW TO APPLY:** Interested candidates must apply online. All applications must include the completed questionnaire, along with a cover letter, resume and a writing sample. Candidates will only be able to submit the application once and will not be able to return to add attachments or make any changes to their application once it has been submitted.

**OTHER INFORMATION:** 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**

Important: Your COMPLETE application is important to OAG hiring process. Please ensure that you have read through the requisition in its entirety. Any REQUIRED document/s i.e. Resume, Cover Letter, DC2000RP, and/or KSAs as applicable, are included BEFORE you SUBMIT the application. You will NOT be able to re-submit. Thank you.

[To apply, click here](#)