

Logged in as: Melonie Buckley

Job Title:	Attorney Advisor
Requisition Number:	JO-1506-2748
Grade:	12
Salary Range:	\$73,869.00 - \$96,045.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Agency Only
Opening/Closing Date:	6/25/2015 - 7/5/2015
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ATTORNEY ADVISOR

LA-905-12

\$73,869 - \$96,045

DDS Agency Employees Only

Candidates for the position may be subject to a background check.

Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

The Office of the General Counsel (OGC) for the District of Columbia Department on Disability Services (DDS) seeks an attorney with a background in disability law and administrative litigation.

DDS includes two programmatic administrations: the Developmental Disabilities Administration and the Rehabilitation Services Administration. The Developmental Disabilities Administration provides oversight and coordination of all services and supports provided to qualified persons with intellectual and other developmental disabilities who are District of Columbia residents. The Rehabilitation Services Administration provides comprehensive vocational and independent living services to persons with disabilities to promote their opportunities for employment, economic self-sufficiency and independence, and administers the Blind Vendor Facilities Randolph-Sheppard Program.

The selected candidate will serve under the direct supervision of the General Counsel. The selected candidate will be responsible for securing legal guardianships for persons supported by DDS who are in need of decision making assistance and providing legal advice on substitute consent and guardianships. The selected candidate will also represent DDS before the Office of Administrative Hearings in fair hearing requests filed under the Rehabilitation Act and the Social Security Act, and advise agency vocational rehabilitation counselors and service coordinators in legal matters related to provision of supports and services. The selected candidate will assist DDS in adjudicatory and quasi-adjudicatory proceedings, providing litigation support to the Office of the Attorney General as needed. The selected candidate may represent DDS in hearings involving people supported by DDS before branches of the D.C. Superior Court or involving individuals who are served by other agencies and may be transferring to DDS for supports and services. Other duties will include advising the client agency with regard to litigation and legal issues and working with the other attorneys in the OGC to otherwise meet the legal needs of DDS.

Collective Bargaining Unit (Union)

This position is in the collective bargaining unit represented by AFGE 1403 and you may be required to pay an agency service fee through direct payroll deduction.

Qualifications

All Candidates must possess a J.D. or LL.B degree from an accredited law school;

AND

Must be a member in good standing of the appropriate licensing authority of the District of Columbia Bar Association.

AND

Have at least 1 full year of Specialized Experience as a practicing attorney equivalent in nature to the next lower level where such experience equipped the applicant with the particular knowledge, skills, and abilities needed to successfully perform the duties of this position. For example, to qualify:
At the GS-12 level: Applicants must have at least one full year of experience as a practicing attorney that is equivalent to the duties performed at the CS-11 level. Examples of specialized experience include: Securing legal guardianships for persons supported by DDS who are in need of decision making assistance and providing legal advice on substitute consent and guardianships; representing DDS before the Office of Administrative Hearings in fair hearing requests filed under the Rehabilitation Act and the Social Security Act, and advising agency vocational rehabilitation counselors and service coordinators in legal matters related to provision of supports and services; and advising the client agency with regard to litigation and legal issues and working with the other attorneys in the OGC to otherwise meet the legal needs of DDS.

Licensures, Certifications and other requirements

An applicant must have successfully completed a full course of study in a school of law accredited by the American Bar Association (ABA) and have the first professional law degree (LLB or JD).

If you are interested in this opportunity, please submit a resume, writing sample, statement of interest summarizing why you are interested in this

position and the skills and abilities you possess that will enable you to succeed in this position, and a most recent job performance evaluation.

Education

Incumbent must have a J.D. or LL.B degree from an accredited law school and be member of the District of Columbia Bar Association or eligible for waiver into the bar.

Work Experience

Candidates must have experience in disability law, knowledge of the Rehabilitation Act and the Social Security Act, knowledge of the guardianship process and relevant Probate statutes or a strong background in litigation with an interest in developing legal expertise in these areas.

Experience in administrative, probate and/or civil litigation is desired. Candidates must possess excellent writing and analytical skills, highly developed oral communications skill, the ability to work well with others, the ability to multi-task and meet constantly changing deadlines under exacting time demands.

Work Environment

The work is performed in an office environment. Work is predominately sedentary; however, some walking, standing, and bending are encountered.

Would you like to apply to this job?