

## **ATTORNEY ADVISOR**

**LA-905-13**

**\$87,849 - \$114,201**

### **AGENCY EMPLOYEES ONLY**

#### **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.

This position is located in the Office of the General Counsel, Department on Disability Services (DDS). The Department on Disability Services is a unique and complex agency providing community living services and support to District citizens with intellectual and developmental disabilities and providing vocational rehabilitation services to District residents with physical, psychological and developmental disabilities for employment, self-sufficiency and/or independence. This position provides legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a District Government agency.

Perform a variety of legal duties relative to legal issues which are often factually complex or of such a novel nature that no clear precedents apply. Duties may include participating in an administrative or judicial hearing or developing the research strategy for a given issue, conducting the research, and presenting the conclusions of the research.

Conduct a continuing review and evaluation of existing District of Columbia and Federal statutes and regulations to determine the need for new regulations or amendments, new administrative and enforcement procedures, and to provide clarification in instances of ambiguities or conflict with other laws and regulations. Recommends and drafts new enabling legislation and amendments to existing legislation, for review and approval, as appropriate.

Provide sound legal advice and review various legal documents and relevant case law to determine whether execution of proposed actions is supported by law. Provide statements of reasons, and draft language necessary to obviate objections to proposed actions. Examine and analyze proposed orders, legislation, and other legal documents

from various sources for legal sufficiency, both as to form and substance. Perform research, providing oral and written opinions, as a result of the review. Prepare memoranda on legal questions and proposals and drafts documents for consideration by the concerned administrative agency. Consult frequently with officials in the agency, providing advice as to the extent of their legal duties and power. Represent the agency in complex administrative hearings, and prepares evidence, briefs, motions, and other documents to support cases, as necessary. Perform other related duties, as assigned.

**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**

Ability to research and provide legal interpretation of a wide range of federal and state statutes, regulations, executive orders, and agency directives.

**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).

**Education**

The incumbent must have a law degree and be member of the District of Columbia Bar or eligible for waiver into the bar.

**Work Experience**

For CS-13 or equivalent -Applicant must have a minimum of two or more years of professional legal experience, acquired after being admitted to the bar, commensurate with the duties and responsibilities of the position.

**Work Environment**

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