

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #18-050	POSITION TITLE: SUPERVISORY ATTORNEY ADVISOR (Land Use and Public Works Section Chief)
POSITION GRADE & SERIES: LX-1 Band	SALARY RANGE: \$130,000 – \$155,000 Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
OPENING DATE: September 28, 2018	CLOSING DATE: October 19, 2018
DURATION OF APPOINTMENT: Permanent	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Commercial Division Land Use and Public Works Section 441 4th Street, N.W. Washington, DC 20001	NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The Commercial Division of the Office of the Attorney General for the District of Columbia seeks a Supervisory Attorney Advisor to manage the Land Use and Public Works Section (Section) within the Commercial Division (Division). The Section provides legal assistance to the Zoning Commission for the District of Columbia (Commission), the Board of Zoning Adjustment (BZA) the Office of Planning (OP). The Section drafts orders, rulemakings and legal advice memoranda. Section lawyers identify legal and procedural issues to the BZA on pending cases.

The Section Chief's responsibilities include but are not limited to:

- Ensuring that work product is timely, high quality and responsive to clients' needs.
- Providing legal advice directly to the Director of OZ, the Commission, and BZA Secretaries, and the OP Deputy Director for Development Review and Historic Preservation.
- Establishing strong and cordial relationships with internal and external partners including the Zoning Administrator, the D.C. Surveyor, members of the private bar, and District citizens and their representatives and advocates.
- Working with OAG's Office of the Solicitor General on petitions challenging a Commission or BZA order, reviewing draft briefs and participating in moot courts as necessary.
- Responding to inquiries from the Attorney General and other stakeholders regarding the impact of zoning on their work.

- Performing administrative duties such as attending meetings with high ranking District officials, establishing Section performance goals, drafting monthly reports, completing performance evaluations and approving time and attendance.

QUALIFICATIONS: The ideal candidate must have:

- (1) at least five (5) years of land use law experience, including at least one year experience in zoning;
- (2) working knowledge of the District's zoning regulations or those of a comparable jurisdiction;
- (3) familiarity with administrative law;
- (4) experience appearing before and/or giving legal advice to a rulemaking body or a quasi-judicial body or administrative law judge;
- (5) experience drafting or reviewing draft legislation or rulemakings;
- (6) experience drafting complex legal memoranda or comparable documents;
- (7) ability to work in a high stakes environment under extreme time pressure; and
- (8) the skills to lead, motivate, mentor, coach, organize, and evaluate others.

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.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street N.W., Washington, DC 20001.

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**