



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, DC 20003-4733



Attorney Advisor
LA-0905-12

TO APPLY FOR THIS POSITION

1. Visit <https://dchr.dc.gov/>
2. Click on "Careers DC" under the "Careers" tab
3. Enter "9927" in the "Search Jobs" field
4. Click on the posting
5. Click on the green "Apply for Job" button

JOB SUMMARY

This position is located in District of Columbia Board of Elections (BOE), Office of the General Counsel. The agency is responsible for the administration of elections, ballot access, and voter registration. The primary responsibility of this position is serving as a legal representative of the BOE with full responsibility for preparation for BOE administrative hearings and proceedings before the local and federal courts of the District of Columbia, as well as rulemaking and the provision of legal advice with respect to all matters related to the Board's mission and areas of responsibility.

DUTIES AND RESPONSIBILITIES

Incumbent has responsibility for: providing expert legal advice and participating in the development of BOE policies, directives, and procedures concerning BOE administrative matters; drafting and/or reviewing legal documents, including proposed BOE decisions for recommendation and adoption by the BOE officials who exercise final authority in such matters; court pleadings, regulations, policies and procedures, memoranda, etc., and other documents including, but not limited to, testimony and responses to queries from the general public, District and federal government entities, and other bodies; independently managing all aspects of administrative and judicial proceedings on behalf of the BOE, including research, drafting pleadings, and oral arguments; proposing new legislation and regulations, or proposing reform of existing legislation and regulations, as needed to meet BOE requirements; performing thorough and comprehensive legal research on assigned questions of law or policy utilizing myriad methods of research, including texts, online tools, legal databases; attending meetings, hearings, and conferences to represent the views of the BOE and to ascertain the development of relevant trends and customs in other jurisdictions as they relate to the BOE's mission and areas of responsibility; developing, coordinating, and executing special projects as assigned by the General Counsel; and providing necessary support and advice to other BOE divisions as necessary.

QUALIFICATIONS AND EDUCATION

Must be a graduate from a full course of study in a school of law accredited by the American Bar Association. Must have at least two (2) years of experience practicing law in area closely related to activity of assigned agency.

LICENSES AND CERTIFICATIONS

Must be an active member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted within 360 days of appointment.

WORKING CONDITIONS/ENVIRONMENT

Work is primarily performed in the normal office setting and is generally sedentary. Some walking, handling, and carrying of light to moderately heavy objects (such as boxes of records, briefs, cases and exhibits) is required. No special physical demands are required to perform the work. Promotion Potential - None

OTHER SIGNIFICANT FACTS

Collective Bargaining: This position is NOT under a collective bargaining agreement.

Duration of Appointment: Legal Service Regular Appointment

Tour of Duty: Monday – Friday, 8:15 a.m. – 4:45 p.m.

Weekend Work: This position may require working irregular hours, weekends, holidays and evenings during election cycles.

EEO Statement: The District of Columbia Government is an 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, or political affiliation.