



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



ATTORNEY ADVISOR POSITION

Job ID	9725	To view the position description and apply:
Date Opened	01/28/2020	1) Visit https://dchr.dc.gov/
Date Closed	02/15/2020	2) Click on "Careers DC" under the "Careers" tab
Location	1015 Half Street SE, #750	3) Enter "9725" in the "Search Jobs" field
		4) Click on the posting
		5) Click on the green "Apply for Job" button

General Job Information

Full-Time Agency Area of Consideration		Type of Appointment: Legal Service - Reg Appointment
		DC Board of Elections
		Open to Public
Grade		13
Bargaining Unit	CH11	Non Union - Chapter 11
Minimum Range	102,712.00	Maximum Range \$133,510.00
Target Openings		Available Openings 1

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 mailers. Drafting and/or reviewing legal documents, including proposed decisions for recommendation and adoption by the BOE officials who exercise final authority in such mailers, 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.

Manages all aspects of administrative and judicial proceedings on behalf of the BOE, including research, drafting pleadings, oral argument, etc. Proposes new legislation and regulations, or proposing reform of existing legislation and regulations, as needed to meet BOE requirements. Performs thorough and comprehensive legal research on assigned questions of law or policy utilizing myriad methods of research, including texts. Online tools, legal databases, etc. Attends 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 DCBOE's mission and areas of responsibility. Develops coordinates and executes special projects as assigned by the General Counsel.

Qualifications and Education

Must possess a Juris Doctor from a law school accredited by the American Bar Association (ABA). 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. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during his/her employment in the Legal Service.

Working Conditions /Environment

Work is primarily performed in the normal office setting, is generally sedentary, and makes no unusual physical demands. 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. Promotional Potential - None

- **This position is NOT under a collective bargaining agreement**
- **Duration of Appointment: Career Service - Permanent**
- **Tour of Duty: Monday -Friday 8:15 a.m. -4:45 p.m.**
- **Weekend Work: This position requires working irregular hours, weekends, holidays and evenings during election cycles.**
- **Applicants that applied under the previous announcement needs to reapply.**

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.