General Job Information

**JOB SUMMARY**

This position is located in District of Columbia Board of Elections (BOE), Office of the General Counsel, whose mission is to enfranchise eligible residents, conduct elections, and assure the integrity of the electoral process as mandated by both federal and local laws. BOE is expanding its mission to increase civic participation and provide citizens of the District of Columbia with vital information and data for the purpose of enhancing the voter experience.

The primary responsibility of this position is to serve as a primary litigation attorney for the agency, managing the more complex and sometimes high-profile and/or sensitive, and difficult matters, providing expert legal advice and participating in the development of BOE policies, directives and procedures concerning administrative matters.

**DUTIES AND RESPONSIBILITIES**

The incumbent is responsible for reviewing legal authorities and assessing facts and circumstances to determine whether execution or non-execution of proposed actions is in the best interest of the agency. Providing a statement of reasons for the proposed action and drafting the language necessary to obviate potential objections; performing thorough and comprehensive legal research on assigned questions of law or policy utilizing myriad methods of research, including texts, online tools, legal databases, etc. Attending and participating in meetings, hearings before committees of the Council of the District of Columbia and the Congress pertaining to proposed laws and/or legislation that may affect existing laws related to the functions of the agency, and conferences to represent the views of the agency and to ascertain the development of relevant trends and customs in other jurisdictions as they relate to the mission and areas of responsibility.

With the support of administrative staff, the incumbent will perform all functions related to case and calendar management, including the preparation of case transfer or close-out reports, case file entry updating, documentation of action taken, timely review of legal proceedings, and any other administrative functions associated with the conclusion of assigned matters. Providing legal support and counsel to BOE administrative divisions with respect to proposed actions and to ensure compliance with federal and District law.

**EDUCATION AND EXPERIENCE**
The incumbent must possess a LLB or Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA) at the time of appointment.

The incumbent must have at least four (4) years of post J.D. professional legal experience practicing law in area closely related to activity of assigned agency.

**LICENSURE/CERTIFICATION**

Must be an active member in good standing of the District of Columbia Bar or be eligible to waive in and be admitted into the D.C. Bar within 360 days of their appointment.

**WORK ENVIRONMENT**

Work is primarily sedentary and performed in the normal office setting, 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. This position may require working irregular hours, weekends, holidays and evenings especially during election cycles. No special physical demands are required to perform the work. Promotion Potential - None.

**OTHER SIGNIFICANT FACTS**

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

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

**ONCE SELECTED FOR AN INTERVIEW, APPLICANTS MUST SUBMIT TWO (2) LEGAL WRITING SAMPLES.**

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.