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 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

The incumbent has responsibility for overseeing all aspects of administrative and judicial proceedings on behalf of BOE, including research, drafting pleadings, oral argument, etc., as assigned by the General Counsel. Providing instantaneous responses to oral requests for legal advice and opinions on extremely complex issues that may arise during hearings or other meetings attended by the incumbent.

The incumbent is also responsible for 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 meetings, hearings, 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. Providing the necessary legal support and advice to other divisions as necessary and responding to Freedom of Information Act (FOIA) requests and other requests for information.

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 two (2) years of post J.D. professional legal experience practicing law in an area closely related to activity of assigned agency.
LICENSES/CERTIFICATION

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. 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

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

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

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.