Department of Employment Services

VIRTUAL hiring fair

JOB TITLE	Attorney Advisor		
GRADE	13	SALARY RANGE	$99,718 - $129,625

JOB SUMMARY

This position is located in the Department of Employment Services (DOES), Federal Programs Division. The mission of DOES is to foster economic development and growth in the District of Columbia by providing workforce training, linking job seekers with employers, compensating unemployed and injured workers and promoting safe and healthy workplaces.

DUTIES AND RESPONSIBILITIES

The incumbent provides expert legal advice and conducts extensive reviews of various legal documents; and provides statements of reasons, drafts letters, memorandum, and recommendations. Responsible for consulting management and supervisors on legalities that affects their organization's mission and provides clarification of policies, statutes and legislation.

Reviews and evaluates existing statutes and regulations to determine the need for new regulations or amendments or new administrative and enforcement procedures; and recommends changes and drafts new legislation and amendments of the same as needed.

Reviews cases and documents to ensure support of legal position. Represents the agency in hearings, and prepares necessary documentation to support cases. Assists the Office and/or the Office of the Attorney General with litigation. Confers with, and incorporates the concerns of District Government officials, members of administrative bodies, and officials outside the District Government regarding actions taken against the District of Columbia. Keeps abreast of changes in laws and regulations related to the function of programs and recommends appropriate courses of action.

QUALIFICATIONS AND EDUCATION

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

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