dchr

Job Title: General Counsel

Grade: LX-2

Salary Range: $141,904 - $214,450

Job Summary:

This position is in the Department of Insurance, Securities and Banking. As General Counsel, the incumbent serves as the chief legal officer and authoritative legal advisor for the agency. The General Counsel is responsible for managing the agency's legal affairs and the staff assigned to perform legal work. The overall function is to provide comprehensive legal service, counsel, recommendations, reviews and opinions regarding all functions and activities, both programmatic and administrative.

Duties and Responsibilities:

Serves as senior legal advisor to the agency head in planning and policy decision making; and implementing, coordinating, and directing the legal affairs for the agency, designed to facilitate and improve legal service delivery to its clientele. Develops and institutes program guidelines, new and improved policies, procedures and processes to effect efficient program operations. Independently, plans, develops and institutes short- and long-term agency plans and activities, incorporating strategic provisions, as required. Also, responsible for overseeing the review, research, and preparation of responses for the Director to selected and sensitive, and often confidential inquiries and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal governments, the media, and those surrounding jurisdictions, members of the private sector, and the general public.

Prepares testimony for presentation at hearings before the Council of the District of Columbia, congressional committees, and other public appearances. Also, represents and speaks for the Director/ Agency on various complex and sensitive issues. Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the Director/Agency Head. Conducts extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to ensure conformance with legal requirements.Plans, coordinates, and administers operations of legal affairs through subordinate attorneys. Engages in the performance of functional responsibilities of subordinate attorneys and reviews their work for quality and consistency. Devises and implements feedback systems, performance measures and benchmarks to assure adequate performance and successful goal achievement. Identifies barriers to quality legal services; designs effective strategies to resolve issues; and implements corrective actions.

Qualifications and Education

Applicants must have a law degree (LLM or J.D.) from an American Bar Association (ABA) accredited law school. In addition, the attorney shall have at least six (6) years of professional legal experience that is commensurate with the duties and responsibilities of the position (ten (10) years is preferred).

Number of Vacancies

1

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