



DC Government Career Opportunities

Job Title: Attorney Advisor
Requisition Number: JO-1609-6664
Grade: 11
Salary Range: \$63,481.00 - \$82,543.00
Promotion Potential: Yes
Agency: Insurance, Securities and Bank
Location: 810 1st St NE
Area of Consideration: Open to the Public
Opening/Closing Date: 9/22/2016 - 10/22/2016

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JOB SUMMARY

INTRODUCTION

This position is located in the Government of the District of Columbia, the Department of Insurance, Securities and Banking. The Office of the General Counsel is responsible for conducting all of the legal business of DISB.

The purpose of this position is to provide proficient legal advice in one practice areas within DISB. The practice areas include administrative litigation, legislation and regulation development, litigation management and the provision of legal counsel regarding a wide range of legal issues.

MAJOR DUTIES

Incumbent assists senior attorneys in providing legal advice for the Department of Insurance, Securities and Banking. Assists in conducting extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws, superseded laws and regulations, and the legislative history of Federal and District laws and regulations.

Incumbent researches and assists in preparing responses for the management of the division/section of the Office of the DISB to selected and sensitive, and often confidential inquires and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal governments and those surrounding jurisdictions, members of the private sector, both individual and organized, and the general public.

Assist with conducting a continuing review and evaluation of existing State and Federal statutes and regulations to determine the need for new regulations or amendments, administrative and enforcement procedures, and providing clarification in instances of ambiguities or conflict with other laws and regulations. Recommends and drafts new enabling legislation and amendments to existing legislation for review and approval, as appropriate.

May be requested to represents the Agency in complex administrative hearings, and prepares evidence, briefs, motions and other documents to support cases as necessary.

Incumbent may have to confer with and incorporate concerns of, District Government officials, members of administrative bodies, and officials outside of the District Government concerning actions taken during enforcement cases.

Responsible for keeping abreast of judicial, agency, and other changes in laws and regulations related to the function of the program, recommending appropriate courses of action to the Commissioner.

Assists in reviewing and revising certain DISB directives and correspondence, including standard operating procedures, inspection reports, reporting requirements, and other legal documents relating to enforcement actions.

Incumbent may be requested to answer questions regarding compliance with grant requirements, auditing, reporting, questions

of fraud, and other grant deficiency practices. Performs other related duties as assigned.

QUALIFICATIONS

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of applicable State and Federal laws, regulations, guidelines, principles, practices and techniques, including agency policies and relevant judicial decisions.

Skills in analysis and resolution of difficult legal issues in an orderly, systematic and effective manner.

Skills in interpreting and applying applicable laws, regulations and practices, including agency policies and relevant judicial decisions.

Basic skills in identifying and isolating controlling legal issues from complex factual situations.

Skill in applying sound judgment in review and analysis of matters, and deriving logical conclusions.

Essential knowledge of legal reference materials and research techniques, including the use of Westlaw, LexisNexis, and other automated legal and legislative retrieval systems; and

Skill in communicating precisely and effectively, both orally and in writing.

SUPERVISORY CONTROLS:

Incumbent serves under the general supervision of the General Counsel, who sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects and work to be done. Is responsible for planning and completing work, resolving most of the conflicts that arise, and interpreting policy on own initiative. Incumbent keeps the General Counsel informed of progress and potentially controversial matters. Results of work are reviewed in terms feasibility and effectiveness in expected results.

GUIDELINES:

Guidelines include Acts of Congress; Acts of the Council of the District of Columbia; municipal regulations of the District Government; Executive Orders; rules and regulations promulgated by administrative agencies of the District and Federal Governments; legal and other reference works; decisions of the courts; opinion of the DISB and/or the Office of the Attorney General; established Office practices, procedures, and guidelines; Mayor's Orders and Memoranda. Guidelines required interpretation and adaptation. Unique situations impacting policy are referred to the supervisor.

SCOPE AND EFFECT:

The purpose of the work is to review and analyze facts in support of the prosecution of cases which contributes to the overall effective and efficient accomplishment of the daily operation of the legal business of the District of Columbia. The work directly affects DISB's reliability, attainment of established objectives and compliance with specific District and Federal rules and laws.

PHYSICAL DEMANDS:

Work is predominately sedentary; however, some walking, standing, and bending are encountered.

WORK ENVIRONMENT:

The work is primarily performed in a typical office setting.

LICENSURE, CERTIFICATION AND OTHER REQUIREMENTS

The incumbent must be a current member in good standing of the District of Columbia Bar or be eligible for waiver into the bar.

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